



## AGENDA

### CALL TO ORDER

Pledge Allegiance to the Flag (*Mayor*)

Moment of Silence

### ADOPTION OF AGENDA

### APPROVAL OF THE MINUTES

1. Approval of the Minutes of March 8, 2022 Town Council Meeting.

### CONSENT AGENDA

2. Financial Statement (*Richard Dixon*)
3. Approval of 2021 Records Retention Schedule (*Lisa Snyder*)
4. Surplus of K-9

### PUBLIC COMMENT

5. Update of Boards and Commissions:  
James Polk Site (*Scott Warren*)  
PCAA (*CJ Norman, PCAA President*)

### PUBLIC HEARING - none

### OLD BUSINESS

6. ETJ discussion (*Chief Hudgins/Ryan Spitzer*) **ACTION ITEM**
7. American Rescue Plan spending (*Ryan Spitzer*) **ACTION ITEM**

### NEW BUSINESS

8. Property Revaluation Presentation (*Brad Fowler, Deputy County Assessor*)
9. Consideration of Fee Increase under Code 91.99 (*Chief Hudgins*) **ACTION ITEM**
10. Consideration of Fee Increase under Code 130.03 (*Chief Hudgins*) **ACTION ITEM**
11. Grant PARTF (*Matt Jakubowski*) **ACTION ITEM**
12. CM at Risk Contract for Fire Department (*Ryan Spitzer*) **ACTION ITEM**

## MONTHLY STAFF REPORTS

### 13. Public Works

PD

Parks and Rec

Human Resources

Planning & Zoning

## MANAGER'S REPORT

## CALENDARS FOR COUNCIL

### 14. May calendar

## CLOSED SESSION - none

## ADJOURN

15. [rspitzer@pinevillenc.gov](mailto:rspitzer@pinevillenc.gov) is inviting you to a scheduled Zoom meeting.

Topic: April Council Meeting

Time: Apr 12, 2022 05:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86070978781?pwd=OFVmVGZHZHbFZGaDk3NGhBRFZzM3g3dz09>

Meeting ID: 860 7097 8781

Passcode: 641877

One tap mobile

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+13017158592,,86070978781#,,,,\*641877# US (Washington DC)

Dial by your location

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+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 860 7097 8781

Passcode: 641877

Find your local number: <https://us02web.zoom.us/j/86070978781>

If you require any type of reasonable accommodation as a result of physical, sensory, or mental disability in order to participate in this meeting, please contact Lisa Snyder, Clerk of Council, at 704-889-2291 or [lsnyder@pinevillenc.gov](mailto:lsnyder@pinevillenc.gov). Three days' notice is required.



**TOWN COUNCIL REGULAR MEETING**  
**PINEVILLE HUT MEETING FACILITY**  
**TUESDAY, MARCH 8, 2022 AT 6:30 PM**

## MINUTES

### CALL TO ORDER

Mayor Jack Edwards called the meeting to order @ 6:30 pm.

Mayor: Jack Edwards  
 Mayor Pro Tem: Ed Samaha  
 Council Members: Les Gladden, Amelia Stinson-Wesley, Chris McDonough  
 Town Manager: Ryan Spitzer  
 Town Clerk: Lisa Snyder

### PLEDGE ALLEGIANCE TO THE FLAG

Council Member Chris McDonough led everyone in the Pledge of Allegiance.

### MOMENT OF SILENCE

Mayor Jack Edwards requested we remember residents who recently passed away: Arnold McCarver, who is from an old Pineville family, Dr. Maxwell Nolen Rudie, who passed away at the age of 34, Park Shropshire, who is a four-year old with brain cancer and on his way to St. Jude's for further care, and also our first responders, police department, fire department, our military, and Brandy Bailes, Zack's daughter.

### ADOPTION OF AGENDA

Council Member Amelia Stinson-Wesley moved to approve the Agenda as presented with a second made by Mayor pro Tem Ed Samaha to adopt the Agenda as stated. The Agenda was adopted (**Approved 4-0**).

### APPROVAL OF MINUTES

The Minutes of the February 8, 2022 Council Meeting and the February 28, 2022 Work Session meetings were up for approval. Council Member Chris McDonough moved to approve the Minutes with a second made by Mayor pro Tem Ed Samaha. (**Approved 4-0**).

### CONSENT AGENDA

Mayor Edwards advised that on the Consent Agenda are two items: the Tax Refunds presented by Finance Director Sheila Rollerson and Resolution 2022-3 for Surplus Items. Council Member Stinson-Wesley moved to accept the Consent Agenda with a second made by Council Member Gladden. (**Approved 4 - 0**)

### PUBLIC COMMENT

Tristan McMannis, Chair of the Pineville Parks and Rec Advisory Board, voiced his support of the Town along with Barbara Manning, Lorraine Hayes, and Yvette Isaacs, who were also in attendance. He asked Council to consider improving the outdoors space and outdoor recreation as opportunities as uses of the ARPA funds and voiced his support for the purchase of the property being sold behind the dog park and are happy to do anything he can to help support that option.

David Neeley, appeared via Zoom, and voiced his support of the Arts & Science Council and their upcoming presentation. He added that he is happy to represent Pineville and thanked Council for all that they are doing for the Town.

Lacy Armstrong, Charlotte Soccer Academy, attended in person. She is the Marketing Manager and also coaches two teams and helps Brad Wylde, the Executive Director. She shared that since their ribbon-cutting ceremony on July 26, 2015, in Pineville. They have 6,500 participants. The Academy is located on 55-acres on Dorman Road. They are the headquarters of the largest non-profit, full-service soccer organizations in the country. She wanted to see how they can partnership with the Town and what they can offer the Town in return for any amount for sponsorships. She asked Council what goes into deciding what they can give to her organization? A little bit goes a long way in a non-profit. She added that their Academy helps the children and also brings in thousands of dollars in revenue, including hotel rooms and restaurants. At one event recently, there were 1,000 rooms booked in one weekend with people participating in their events. Further, she shared that Council can use their facility for meetings, events or festivals, and thanked Council for their time.

Town Manager Spitzer confirmed that they were considered two years ago; we can only fund to their non-profit side. Mayor Edwards said that Council would discuss this at upcoming budget cycle.

## BOARD UPDATES

**Medic – Sierra protocol.** Chief Gerin wanted to discuss the Sierra protocol to Council and introduced Dr. John Studnek, who is the Deputy Director with Medic protocol. Fire Departments respond to emergencies to the Sierra calls, including cardiac arrests and low acuity calls. Chief Gerin's goal is to get the first responders off the roads. Mr. Studnek explained the protocol to Council and how 911 emergencies are currently handled and prioritized. He explained how basic assessments are performed to determine if a person needs high-priority care or lower-priority care and referred to a local urgent care or serviced in another way. Chief Gerin summarized by adding that it is important to get the fire trucks on the road and would like Medic personnel to be available for high communicative calls.

Council Member Stinson-Wesley would like to see updates in the future on this.

**Presentation by Krista Terrell, Arts & Science Council.** Ms. Terrell discussed the Arts & Science Program and shared slides outlining the various ways that Council's donation to their organization will benefit local artists. For FY23, they are requesting \$20,000 funding from the Town of Pineville. The money would create individual artist fellowships, arts and support grants, cultured vision grants, and culture blocks programs. She discussed the funding gaps. Ms. Terrell thanked Council for their past support and to David Neeley, as the Pineville representative to the Arts & Sciences Board.

**Presentation by Kevin Devanney, Downtown Merchants.** Mr. Devanney provided a report of the Downtown Merchants. They meet once a month. There are about 35 merchants who participate in supporting each other and generating business leads, They recently conducted an informal survey and found that the downtown merchants get about 30% of their business from the residents of Pineville, and 70% of business comes from businesses. He also noted that only 19% of the business revenue comes from Pineville. He would like to see that percentage increase to 80%. There are currently 12 jobs available in downtown Pineville that can't get filled. He would like to see more involvement by the residents, including millennials and teenagers applying for jobs in downtown Pineville. Mr. Devanney is hopeful that Council will continue to support residences, which in turn, will support more businesses. More residents will put more feet on the street for downtown merchants.

## PUBLIC HEARING - none

## OLD BUSINESS

**Approval of Budget Meeting Dates.** Town Manager Ryan Spitzer presented a revised budget meeting schedule to Council. All meetings will take place at the Police Department. Council Member Stinson-Wesley moved to approve the dates presented with a second made by Mayor Pro Tem Samaha. (**Approved 4-0**)

## NEW BUSINESS

**Municipal Audit Contract.** Town Manager Spitzer noted that this is the annual audit contract and the cost of the contract is expected to increase substantially next year by Starnes. This will be the last year that the contract will be this low. We'll be using federal funds by that time. Council Member Les Gladden moved to approve the contract with Martin Starnes and Council Member Chris McDonough provided a second. **(Approved 4-0)**

**Approval of material bid for materials & equipment to extend electric lines further along Downs Rd. into Carolina Logistics Park.** Don Mitchell provided a bid for electrical equipment at \$560,000 for Council's approval. There are funds in the budget for this purchase. He is requesting Council's approval. Council Member McDonough moved to approve the funds to extend electric lines into Logistics Park with a second made by Council Member Les Gladden. **(Approved 4-0)**

**Salary Study.** Town Manager Spitzer discussed the recent salary study results that the Town tries to do every three years to keep pace with the surrounding market. Roughly 2/3 of our jobs were at below market. This study tries to get our salary pay grades and ranges within a reasonable market. At the last Work Session, Council had discussed pro-rating the increases to take effect now, rather than in July. Town Manager Spitzer advised that the cost to pro-rate the increases is \$15,000. Council approved the effective date of the increases to the first pay week in April and confirmed that the Town does have the funds to do this. Mayor Pro Tem Samaha added that these salary studies are very necessary and were well done by Ms. Manning and likes to hear that we'll launch it April 1st. He also stated that we need to look at the critical positions with the Town. He expressed concern about the retention of staff. Mayor Edwards concurred. Mayor Pro Tem Samaha moved to approve the salary increases with a second made by Council Member Stinson-Wesley. **(Approved 4-0)**

**Approval of Board Application for Kris McVey.** Council approved Kris McVey's Application to the County Parks & Rec Board. We are modifying our Application to the Boards and will update our website with the amended form. Council Member Gladden moved to approve Kris McVey's Application with a second made by Council Member McDonough. **(Approved 4-0)**

### **Manager's Report.**

Town Manager Spitzer reported that he and Planning & Zoning Director Travis Morgan met with McCullough regarding the Greenway project and extension to Jack Hughes Park and that is going well. He has a proposed meeting scheduled for April 13<sup>th</sup> with US Developments to discuss densities with Cone Mill. Council Member Stinson-Wesley asked if the meeting could be rescheduled to April 20<sup>th</sup>. He will look into rescheduling that meeting to April 20<sup>th</sup>. We're going to go over plans on what can go into that opening and have public input with four options available. We want a clear vision of what the community wants. He reported that border collies are scaring off the geese at Belle Johnston Park.

Chief Gerin and Mr. Spitzer have picked a construction manager for the Fire Department. We have the contract to Council at the April meeting. The RFQ is going out for the architect and will be due on April 1<sup>st</sup>. It may take another month to select the architect for that project. He will have that proposal in May for Council to review.

Town Manager Spitzer recently met with the developer about the incoming apartments downtown and should have an agreement by July or August of this year.

He discussed the purchase of the new Fire engine with ARPA funds. Pricing for the new engine is \$744,000 and the price is good for 30 days. On May 1<sup>st</sup>, the price will increase by 7%. He recommended that Council should go ahead to save \$23,000 and added that delivery would be in 24 months. Mayor Pro Tem asked what the resale value is and Chief Gerin replied it would be about \$100,00. Town Manager Spitzer added that the actual cost to the new Fire engine would be about \$850,000 which includes the hoses and other equipment for the truck. This will be put on the April Work Session.

Council member Stinson-Wesley asked Mr. Spitzer if there is a new timeline for the new Town Hall opening, He replied that the building is still on schedule to open in June for employees to move in, but there is still work to be done out front, including the installation of the fountain. There will be no ribbon-cutting until the fountain is completed.

The Mayor announced a five-minute break before going into closed session and thanked everyone for coming to the meeting.

Council Member Amelia Stinson-Wesley made a motion to go into Closed Session pursuant to NCGS 143.318.11 (3) to consult with the Town Attorney to protect the attorney-client privilege and NCGS 143.318.11 (6) regarding a personnel matter. Council Member Chris McDonough made a second to the motion. (**Approved 4-0**)

Closed Session entered at 7:50 pm.

Council reopened Regular Session at 8:30 pm.

Mayor Edwards said that we need to set aside funds to widen the road along the Cone Mill site, save some oak trees, a Cone Memorial and a park set aside for the memorial site. He asked Town Manager Spitzer if we can set up a CIP.

**ADJOURNMENT**

Motion was made by Council Member Stinson-Wesley to adjourn followed by a second made by Mayor Pro Tem Ed Samaha (**Approved 4-0**)

The meeting was adjourned at 8:31 pm.

\_\_\_\_\_  
**Mayor Jack Edwards**

**ATTEST:** \_\_\_\_\_  
**Lisa Snyder, Town Clerk**

Town of Pineville  
 Budget vs. Actual  
 3/31/2022

Item 2.

	<u>Budget</u>	<u>Actual</u>	<u>% of Budget</u>
<b>Revenues</b>			
Property Tax	\$ 8,447,502	\$ 8,444,307	99.96%
Prepared Food Tax	650,000	731,617	112.56%
Room Occupancy	250,000	245,052	98.02%
Franchise Tax	1,000,000	1,039,609	103.96%
Sales Tax	1,516,000	2,019,526	133.21%
Storm Water	450,000	263,354	58.52%
Powell Bill	200,000	268,563	134.28%
Other	1,418,544	761,035	53.65%
Appropriated F/B - Restricted Police	320,000	320,000	100.00%
Appropriated F/B Powell Bill	100,000	100,000	100.00%
<b>Total</b>	<b>\$ 14,352,046</b>	<b>\$ 14,193,063</b>	<b>98.89%</b>
<b>Expenditures</b>			
Governing Board	\$ 183,619	\$ 92,817	50.55%
Administration	1,589,517	1,170,386	73.63%
Human Resources	224,130	106,679	47.60%
Zoning	512,530	254,133	49.58%
Police	5,930,887	4,737,623	79.88%
Fire	1,155,874	767,580	66.41%
Public Works	1,085,518	833,035	76.74%
Storm Water	642,257	164,868	25.67%
Powell Bill	282,500	182,259	64.52%
Sanitation	672,000	452,797	67.38%
Recreation	576,727	449,825	78.00%
Cultural/Tourism	1,392,487	855,015	61.40%
Cemetery	4,000	-	0.00%
Contingency	100,000	-	0.00%
<b>Total</b>	<b>\$ 14,352,046</b>	<b>\$ 10,067,017</b>	<b>70.14%</b>

Town of Pineville

Electric  
3/31/2022

Item 2.

	<u>Budget</u>	<u>Actual</u>	<u>% of Budget</u>
<b>Revenues</b>			
Electric	13,526,373	8,996,975	66.51%
<b>Expenditures</b>			
Administration & Billing Support	512,740	368,315	71.83%
Purchased electricity	8,745,000	5,993,824	68.54%
Operations and Maintenance	4,268,633	2,267,885	53.13%
Total	<u>13,526,373</u>	<u>8,630,024</u>	<u>63.80%</u>

Town of Pineville  
ILEC Telephone Fund  
3/31/2022

Item 2.

	<u>Budget</u>	<u>Actual</u>	<u>% of Budget</u>
<b>Revenues</b>			
Revenues	1,246,680	1,025,571	82.26%
Telephone Reserves	746,070	746,070	100.00%
<b>Total Revenue</b>	<u>1,992,750</u>	<u>1,771,641</u>	<u>88.90%</u>
<b>Expenditures</b>			
Operating Transfer Out	384,550	384,550	100.00%
Operating Expenses	1,153,500	834,833	72.37%
Plant under Construction	<u>454,700</u>	<u>293,437</u>	<u>64.53%</u>
<b>Total</b>	<u>1,992,750</u>	<u>1,512,820</u>	<u>75.92%</u>

Town of Pineville  
CLEC Telephone Fund  
3/31/2022

Item 2.

	<u>Budget</u>	<u>Actual</u>	<u>% of Budget</u>
<b>Revenues</b>			
Revenue	821,750	881,995	107.33%
Transfer from ILEC	384,500	384,500	100.00%
<b>Total</b>	<u>1,206,250</u>	<u>1,266,495</u>	<u>104.99%</u>
<b>Expenditures</b>			
Operating Expenses	920,250	710,893	77.25%
Plant under Construction	<u>286,000</u>	<u>73,591</u>	<u>25.73%</u>
<b>Total</b>	<u>1,206,250</u>	<u>784,484</u>	<u>65.03%</u>

**Town Of Pineville**  
**Johnston Road Realignment - Fund 60**  
**3/31/22**

	FY18	FY19	FY20	FY21	FY22	Total Project	Project Budget
<b><u>Road Realignment Revenue</u></b>							
DOT grant	-	-				1,175,000	1,175,000
Transfer from Fund Balance						2,492,000	2,492,000
<b>Total Road Realignment Revenue</b>	<b>-</b>	<b>-</b>				<b>3,667,000</b>	<b>3,667,000</b>
<b><u>Road Realignment Expense</u></b>							
Land/Building	731,228	6,586	-	-	-	737,814	750,000
Engineering	74,089	47,278	84,216	40,925	13,270	259,778	307,000
Construction	-	-	-	-	-	-	2,610,000
<b>Total Road Realignment Expense</b>	<b>805,317</b>	<b>53,863</b>	<b>84,216</b>	<b>40,925</b>	<b>13,270</b>	<b>997,591</b>	<b>3,667,000</b>

**Town Of Pineville**  
**Revenue & Expense Statement - Fund 80**  
**3/31/2022**

	Budget	FY21	FY22	Total
Capital Project - Financing				
3360.1240.80	\$ 21,000,000	\$ 21,000,000	-	\$ 21,000,000
<b>Total Capital Project - Financing</b>	<b>21,000,000</b>	<b>21,000,000</b>		<b>21,000,000</b>
Capital Project - Expenses				
2003.0000.80	-	(0)	-	(0)
7000.7300.80	3,500,000	454,535	392,643	847,178
7000.7301.80	1,000,270	-		
7000.7302.80	100,000	-	36,726	36,726
7000.7303.80	16,399,730	4,718,331	7,727,643	12,445,974
<b>Total Capital Project - Expenses</b>	<b>\$ 21,000,000</b>	<b>\$ 5,172,865</b>	<b>\$ 8,157,012</b>	<b>\$ 13,329,878</b>

Total Net **\$ 7,670,122**

**Town Of Pineville**  
**Lynnwood Road Improvements - Fund 55**  
**3/31/22**

	FY22	Project Budget
<b><u>Revenue</u></b>		
Stormwater Reserves	\$ 1,000,000	\$ 1,000,000
General Fund Reserves	1,423,675	1,423,675
Total	<u>\$ 2,423,675</u>	<u>\$ 2,423,675</u>
<b><u>Road Realignment Expense</u></b>		
Construction	-	1,762,800
Engineering/Professional Services	41,974	485,575
Contingency	-	175,300
Total	<u>\$ 41,974</u>	<u>\$ 2,423,675</u>

**Town Of Pineville**

**New Fire Building - Fund 65**

**3/31/22**

	<b>FY22</b>	<b>Project Budget</b>
<b><u>Revenue</u></b>		
Fire Building Funding	\$ 1,000,000	\$ 1,000,000
Total	<u>\$ 1,000,000</u>	<u>\$ 1,000,000</u>
<b><u>Fire Building Expense</u></b>		
Land	\$ 549,234	\$ 1,000,000
Building	-	-
Improvements	-	-
Total	<u>\$ 549,234</u>	<u>\$ 1,000,000</u>

# Memorandum

**To:** Mayor and Town Council  
**From:** Lisa Snyder  
**Date:** 4/7/2022  
**Re:** Records Retention Schedule



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In October, 2021, the Department of Natural and Cultural Resources, Division of Archives and Records, provided an updated Records Retention Schedule to all local government agencies.

Approval extends to and includes records of the following departments: Administration and Management Records, Budget, Fiscal and Payroll Records, Geographic Information System Records, Human Resources Records, Information Technology Records, Legal Records, Public Relations Records, Risk Management Records, and Workforce Development Records.

Records outlined in the Records Retention Schedule may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods.

I have reviewed the Schedule with that Department and they now require a signed copy, indicating approval, on their signature page.

## 2021 General Records Schedule: Local Government Agencies

The records retention and disposition schedules and retention periods governing the records series listed herein are hereby approved. This approval extends to and includes the following standards in the **2021 General Records Schedule: Local Government Agencies**:

1. Administration and Management Records
2. Budget, Fiscal, and Payroll Records
3. Geographic Information System Records
4. Human Resources Records
5. Information Technology Records
6. Legal Records
7. Public Relations Records
8. Risk Management Records
9. Workforce Development Records

In accordance with the provisions of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement.

### **Destructions**

G.S. § 121-5 authorizes the Department of Natural and Cultural Resources to regulate the destruction of public records. Furthermore, the local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. The North Carolina Administrative Code states:

“(a) Paper records which have met their required retention requirements and are not subject to legal or other audit holds should be destroyed in one of the following ways:

1. burned, unless prohibited by local ordinance;
2. shredded, or torn up so as to destroy the record content of the documents or material concerned;
3. placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned; or
4. sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold without pulverizing or shredding the documents so that the information contained within cannot be practicably read or reconstructed.

(b) When used in an approved records retention and disposition schedule, the provision that electronic records are to be destroyed means that the data and metadata are to be overwritten, deleted, and unlinked so the data and metadata may not be practicably reconstructed.

(c) When used in an approved records retention and disposition schedule, the provision that confidential records of any format are to be destroyed means the data, metadata, and physical media are to be destroyed in such a manner that the information cannot be read or reconstructed under any means.”

All local government agencies should maintain logs of their destructions either in the minutes of their governing board or in their Records Management file. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed.

***Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.***

### **Audits and Litigation Actions**

Records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule.

### **Electronic Records**

All local government agencies and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records requires additional commitment and active management by the agency. Agencies agree to comply with all policies, standards, and best practices published by the Department of Natural and Cultural Resources regarding the creation and management of electronic records.

Local government agencies should consider retention requirements and disposition authorities when designing and implementing electronic records management systems. Any type of electronically-created or electronically-stored information falls under the North Carolina General Assembly's definition of public records cited above. For example, e-mail, text messages, blog posts, voicemails, websites, word processing documents, spreadsheets, databases, and PDFs all fall within this definition of public records. In addition, G.S. § 132-6.1(a) specifies:

“Databases purchased, leased, created, or otherwise acquired by every public agency containing public records shall be designed and maintained in a manner that does not impair or impede the public agency's ability to permit the public inspection and examination of public records and provides a means of obtaining copies of such records. Nothing in this subsection shall be construed to require the retention by the public agency of obsolete hardware or software.”

Local government agencies may scan any paper record and retain it electronically for ease of retrieval. If an agency wishes to destroy the original paper records before their assigned retention periods have been met, the agency must establish an electronic records policy, including putting into place procedures for quality assurance and documentation of authorization for records destructions approved by the Government Records Section. This electronic records policy and releases for destruction of records must be approved by the Government Records Section. Agencies should be aware that for the purpose of any audit, litigation, or public records request, they are considered the records custodian obligated to produce requested records, even if said records are being maintained electronically by an outside vendor. Therefore, contracts regarding electronically stored information should be carefully negotiated to specify how records can be exported in case a vendor goes out of business or the agency decides to award the contract to a different vendor.

### **Reference Copies**

All local government agencies and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods that allow these records to be destroyed when “*reference value ends.*” All local government agencies hereby agree that they will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction “*destroy when reference value ends.*” If a local government agency does not establish internal policies and retention periods, the local government agency is not complying with the provisions of this retention schedule and is not authorized by the Department of Natural and Cultural Resources to destroy the records with the disposition instruction “*destroy when reference value ends.*”

### **Record Copy**

A record copy is defined as “The single copy of a document, often the original, that is designated as the official copy for reference and preservation.”<sup>1</sup> The record copy is the one whose retention and disposition is mandated by this schedule; all additional copies are considered reference or access copies and can be destroyed when their usefulness expires. In some cases, postings to social media may be unofficial copies of information that is captured elsewhere as a record copy (e.g., a press release about an upcoming agency event that is copied to various social media platforms). Appropriately retaining record copies and disposing of reference copies requires agencies to

<sup>1</sup> Society of American Archivists, *Dictionary of Archives Terminology*.

designate clearly what position or office is required to maintain an official record for the duration of its designated retention period.

### **Transitory Records**

Transitory records are defined as “record[s] that [have] little or no documentary or evidential value and that need not be set aside for future use.”<sup>2</sup>

North Carolina has a broad definition of public records. However, the Department of Natural and Cultural Resources recognizes that some records may have little or no long-term documentary or evidential value to the creating agency. These records are often called transitory records. They may be disposed of according to the guidance below. However, all public employees should be familiar with their appropriate retention schedule and any other applicable guidelines for their office. If there is a required retention period for these records, that requirement must be followed. When in doubt about whether a record is transitory or whether it has special significance or importance, retain the record in question and seek guidance from a DNCR records analyst.

Routing slips and transmittal sheets adding no information to that contained in the transmitted material have minimal value after the material has been successfully transmitted. These records may be destroyed or otherwise disposed of after receipt of the material has been confirmed. Similarly, “while you were out” slips, memory aids, and other records requesting follow-up actions (including voicemails and calendar invites) have minimal value once the official action these records are supporting has been completed and documented. These records may be destroyed or otherwise disposed of once the action has been resolved.

Drafts and working papers, including notes and calculations, are materials gathered or created to assist in the creation of another record. All drafts and working papers are public records subject to all provisions of Chapter 132 of the General Statutes, but many of them have minimal value after the final version of the record has been approved, and may be destroyed after final approval, if they are no longer necessary to support the analysis or conclusions of the official record. Drafts and working documents that may be destroyed after final approval include:

- Drafts and working papers for internal and external policies
- Drafts and working papers for internal administrative reports, such as daily and monthly activity reports;
- Drafts and working papers for internal, non-policy-level documents, such as informal workflows and manuals; and
- Drafts and working papers for presentations, workshops, and other explanations of agency policy that is already formally documented.

Forms used solely to create, update, or modify records in an electronic medium may be destroyed in office after completion of data entry and after all verification and quality control procedures, so long as these records are not required for audit or legal purposes. However, if the forms contain any analog components that are necessary to validate the information contained on them (e.g., a signature or notary’s seal), they must be retained according to the disposition instructions for the records series encompassing the forms’ function.

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<sup>2</sup> Ibid.

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule supersedes previous versions of this schedule and any localized amendments; it is to remain in effect from the date of approval until it is reviewed and updated.

**APPROVAL RECOMMENDED**

\_\_\_\_\_  
Municipal/~~County~~ Clerk or Manager  
Title: Town Clerk

Sarah E. Koonts  
Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**

\_\_\_\_\_  
Head of Governing Body  
Title: Mayor

D. Reid Wilson  
D. Reid Wilson, Secretary  
Department of Natural and Cultural  
Resources

Municipality/County: Town of Pineville

Effective: October 1, 2021

# Memorandum

**To:** Mayor and Town Council  
**From:** Lisa Snyder  
**Date:** 4/7/2022  
**Re:** Retirement of canine



---

In 2015, the police department added Canine Ciro to its ranks. The police department bought K-9, Gator, to replace K-9, Ciro.

Officer Lee Stanley has expressed a sincere interest in 'purchasing' Ciro from the Town. In all past instances, the 'sale' has been conducted at the cost of \$1.

The Pineville PD officially designates Canine Ciro as 'Surplus Property' and sell the canine to its handler, Lee Stanley, who has expressed his desire to continue his care of his retired partner.



**RESOLUTION NO. 2022-04**  
**AN AGREEMENT TO TRANSFER OWNERSHIP**  
**OF POLICE K-9, CIRO, TO OFFICER LEE STANLEY**

**THIS AGREEMENT** made and entered into on this \_\_\_\_ day of April, 2022, between the Town of Pineville, a municipal corporation under the laws of the State of North Carolina, hereinafter referred to as the "Town", and Lee Stanley, hereinafter referred to as the "Buyer".

**WHEREAS**, the Pineville Police Department has a K-9 Officer known as Officer Ciro, a male, German Shepherd, and;

**WHEREAS**, the Town desires to retire K-9 Officer Ciro, and;

**WHEREAS**, Buyer desires to purchase retired K-9 Officer Ciro.

**NOW, THEREFORE**, in consideration of the mutual benefits to be derived here from \$1.00 and other good and valuable consideration received by the Town from the Buyer, the parties do mutually agree as follows:

The Town agrees to assign, convey and transfer all rights, title and interest in the dog known as K-9 Officer Ciro to Buyer, upon buyer's retirement.

**Acknowledgement of Training and Release of Liability.** In accepting transfer of the dog known as K-9 Officer Ciro from the Town, Buyer recognizes that said animal has received training in police procedures and tactics and by acceptance of this animal, Buyer, for and in consideration of the transfer to him of K-9 Officer Ciro, agrees to hold harmless the Town of Pineville and The Pineville Police Department, and its officers, employees and agents from any and all liability whatsoever that may arise from acts engaged in by the forenamed canine whether or not attributable to such training.

Buyer further agrees to waive any and all claims of liability insofar as the Town of Pineville and the Pineville Police Department, its officers, employees and agents are concerned, that might arise as a result of his use and/or possession of said animal.

Buyer also agrees that, in consideration of the purchase amount and the veterinarian recommendation to retire the K-9 from service, that the K-9 not be used for personal financial gain upon transfer to private ownership to the Buyer.

It is further understood by Buyer that, in consideration of this transfer, the Town makes no representations concerning the health of the animal, which is transferred "as is" and Buyer assumes all responsibility and obligation for the condition, care and acts of said animal.

**Indemnification.** Buyer agrees to assume any and all risks from the date first written above and the Buyer further agrees to release, indemnify and promises to defend and hold harmless the Town, its officers, employees and agents from and against any and all liability, injuries, loss, damage, expense, actions and claims, including costs and reasonable attorney's fees incurred by the Town, its officers, employees and agents in defense thereof, asserting or arising directly or indirectly on account of or out of said canine's activities from date of said transfer, provided, however, this paragraph does not purport to indemnify the Town against liability for any activities of said canine prior to said transfer date.

**Severability.** If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void, insofar as it is in conflict with said laws, the remainder of the Agreement shall remain in full force and effect.

**IN WITNESS WHEREOF**, the parties hereto have executed this agreement the \_\_\_\_\_ day of April, 2022.

**TOWN OF PINEVILLE**

**LEE STANLEY**

BY: \_\_\_\_\_

BY: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
Lisa Snyder, Town Clerk

The Pineville Community Athletic Association (PCAA) is requesting approval to increase seasonal registration fees (effective Spring 2023). PCAA has incurred significant increases in the costs of both services and equipment since registration fees were last evaluated in 2017. Our goal is to increase fees the least amount possible to limit financial impacts on our members, but enough to allow us to operate without requiring extensive fund-raising to cover recurring operational losses.

**Proposed 2023 Registration Fee Schedule:**

<b>Division</b>	<b>Current PCAA Registration Fees</b>	<b>Proposed 2023 Registration Fees</b>	<b>Dollar Increase</b>	<b>% Increase</b>
T-BALL	\$145	\$150	\$5	3.45%
ROOKIE 1	\$195	\$210	\$15	7.69%
ROOKIE 2	\$195	\$210	\$15	7.69%
MINORS	\$210	\$225	\$15	7.14%
MAJORS	\$210	\$235	\$25	11.90%
13+	\$290	\$290	\$0	0.00%*
SOFTBALL 6U	\$145	\$150	\$5	3.45%
SOFTBALL 8U	\$195	\$210	\$15	7.69%
SOFTBALL 10U	\$200	\$215	\$15	7.50%
SOFTBALL 13U	\$210	\$225	\$15	7.14%

The proposed fee adjustments above were determined by taking the overall amount of increased revenue required to break even and dividing it across divisions based on their respective cost factors.

\*13+ will not incur a price increase since the division plays at Jack Hughes and the town of Pineville allows us to utilize the fields at no charge. Most of our cost increases are specific to the maintenance of Pineville Memorial Ballpark. The ability to use Jack Hughes field space free of charge is a significant cost savings for PCAA and can be passed on to registrants utilizing those facilities.

**Expense Increase Breakdown\*:**

Vendor	2020 Expense	2021 Expense	2022 Expense	Dollar Increase	% Increase
3 Sons Lawn Care**	\$22,306	\$32,999	\$40,440	\$18,134	81.30%
City of Charlotte	\$6,631	\$9,180	\$9,639	\$3,008	45.37%
Pineville Electric	\$2,564	\$2,880	\$3,024	\$460	17.93%
Orkin	\$0	\$0	\$840	\$840	New
QuickBooks	\$480	\$556	\$648	\$168	35.00%
PO Box	\$118	\$166	\$166	\$48	40.68%
Insurance	\$6,260	\$5,644	\$6,060	\$416	6.65%
Umpire Fees	\$14,423	\$14,221	\$15,927	\$1,504	10.43%

\* (1) This list represents the recurring expense items that have increased most significantly. Please see attached Income Statements for additional details. (2) All increase percentages are a from 2020 to 2022 except for "Insurance" and "Umpire Fees," which compare 2021 to 2022 projected expenses.

\*\* Prior to 2021, PCAA had been utilizing a different vendor for lawn care. The increase in expense is due, in part, to the increased cost associated with using a vendor with all necessary licenses and insurances. The cost of lawn care chemicals has also increased significantly, resulting in increased costs for lawn care across all vendors.

**Registration Fee Comps:**

Division	Proposed PCAA	SCRA	MARA	SPYA	Average	PCAA Difference from Average
T-BALL	\$150	\$150	\$150	\$210	\$165	-\$15
ROOKIE 1	\$210	\$240	\$240	\$225	\$229	-\$19
ROOKIE 2	\$210	\$250	\$240	\$270	\$243	-\$33
MINORS	\$225	\$270	\$275	\$295	\$266	-\$41
MAJORS	\$235	\$280	\$275	\$310	\$275	-\$40
13+	\$290	N/A	\$285	\$335	\$303	-\$13
SOFTBALL 6U	\$150	\$125	\$125	N/A	\$133	\$17
SOFTBALL 8U	\$210	N/A	N/A	\$200	\$205	\$5
SOFTBALL 10U	\$215	N/A	N/A	\$225	\$220	-\$5
SOFTBALL 13U	\$225	N/A	N/A	\$225	\$225	\$0

## Break-Even Analysis:

Analysis below was performed to remove the one-time revenue and expense items from the 2021 income statement and create an accurate picture of the League's operating income for the year. Most of our sponsorship income (\$10k per year) is given to us by the Town of Pineville. We have a few other smaller sponsors that PCAA expects will renew for at least the next several fiscal years. As such, the only revenue adjustment was the Hit-A-Thon. Revenue from this event significantly varies year over year and it is our goal to operate at a break-even point that doesn't require this event to offset operational losses.

<b>2021 Working Income</b>		
Registrations 2021	\$182,616.60	
Hit-A-Thon	\$39,185.62	
Sponsorships	\$17,098.80	
Misc Fundraising	\$9,708.02	
	<u><b>\$248,609.04</b></u>	<b>Total 2021 Income</b>
	<u><b>(\$39,185.62)</b></u>	Hit-A-Thon
	<b>\$209,423.42</b>	<b>Working 2021 Income</b>
<b>Working 2021 Income</b> (See above)	\$209,423.42	
<b>2021 Expenses</b> (Actual)	\$228,685.00	
	<u><b>(\$19,261.58)</b></u>	
	\$7,800.00	Bad Debt Write Off (One-time expense)
	<u><b>(\$11,461.58)</b></u>	
	\$2,000.00	Monies used from Hit-A-Thon (One-time expense)
	<u><b>(\$9,461.58)</b></u>	<b>True 2021 Loss</b>

Projected Increase in Registration revenue based on 2021 enrollment data: **\$9,963.09**

# Memorandum



**To:** Mayor and Town Council  
**From:** Ryan Spitzer  
**Date:** 2/25/2022  
**Re:** Police Service to Pineville ETJ

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## Overview:

Mecklenburg County's contract with CMPD to police the Pineville ETJ expires on July 1, 2023. The County has again approached the Town to see if we would want to police this area (map attached). The current tax revenue for policing generated from this area is approximately \$660,000, but this could change from year-to-year with increased housing units or an increase in the tax rate. The contract would be for 5 years.

If the Town takes on policing in this area, we would be required to give an annual update to the Board of Commissioners each year. Chief Hudgins will give a presentation on anticipated costs.

# COUNTY SERVICE DISTRICT FOR LAW ENFORCEMENT SERVICES

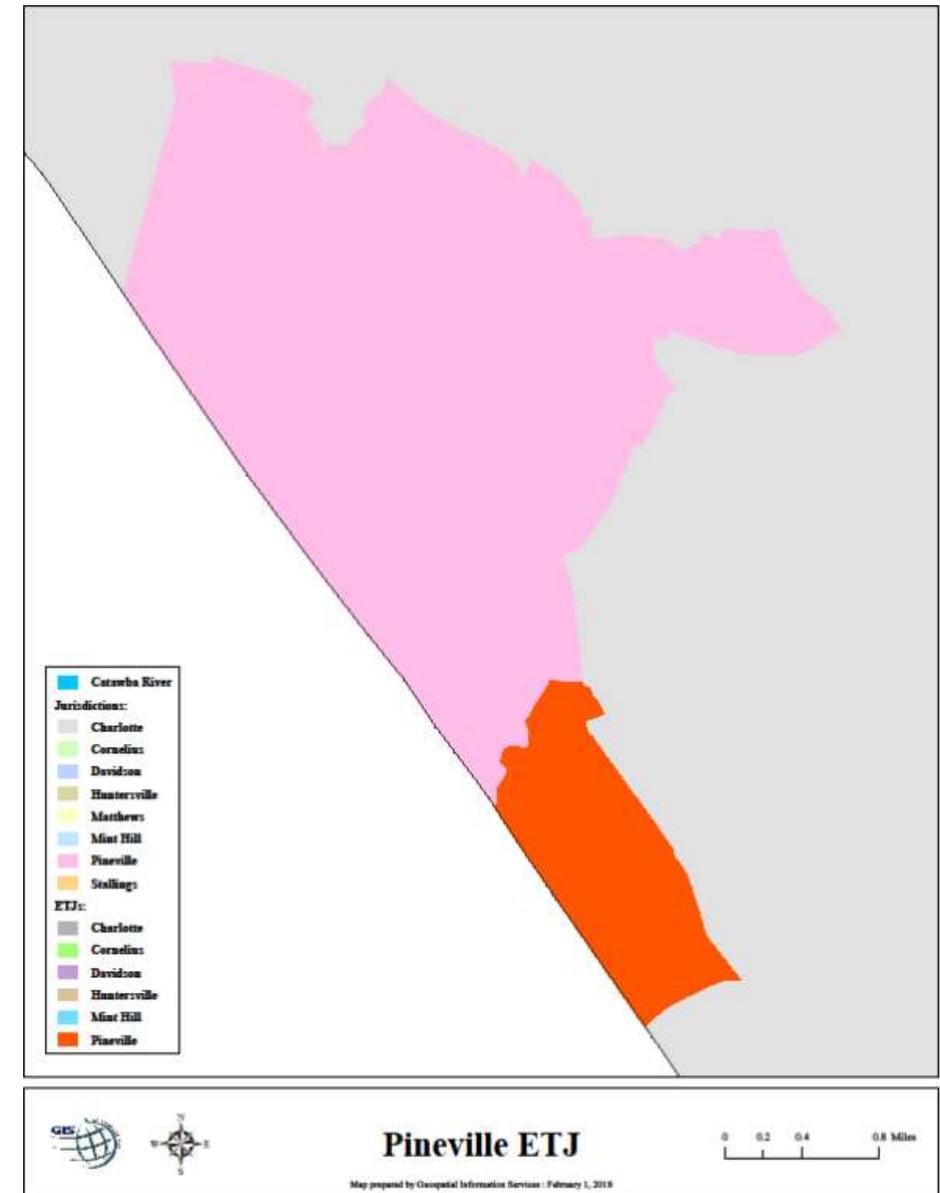
## PINEVILLE ETJ



# ETJ Boundaries & Population

- Pineville ETJ is depicted in orange
- South From McAlpine Creek to Providence Road West
- West from Lancaster Hwy to the State Line
- Population 3,567
- 1.03 Square Miles

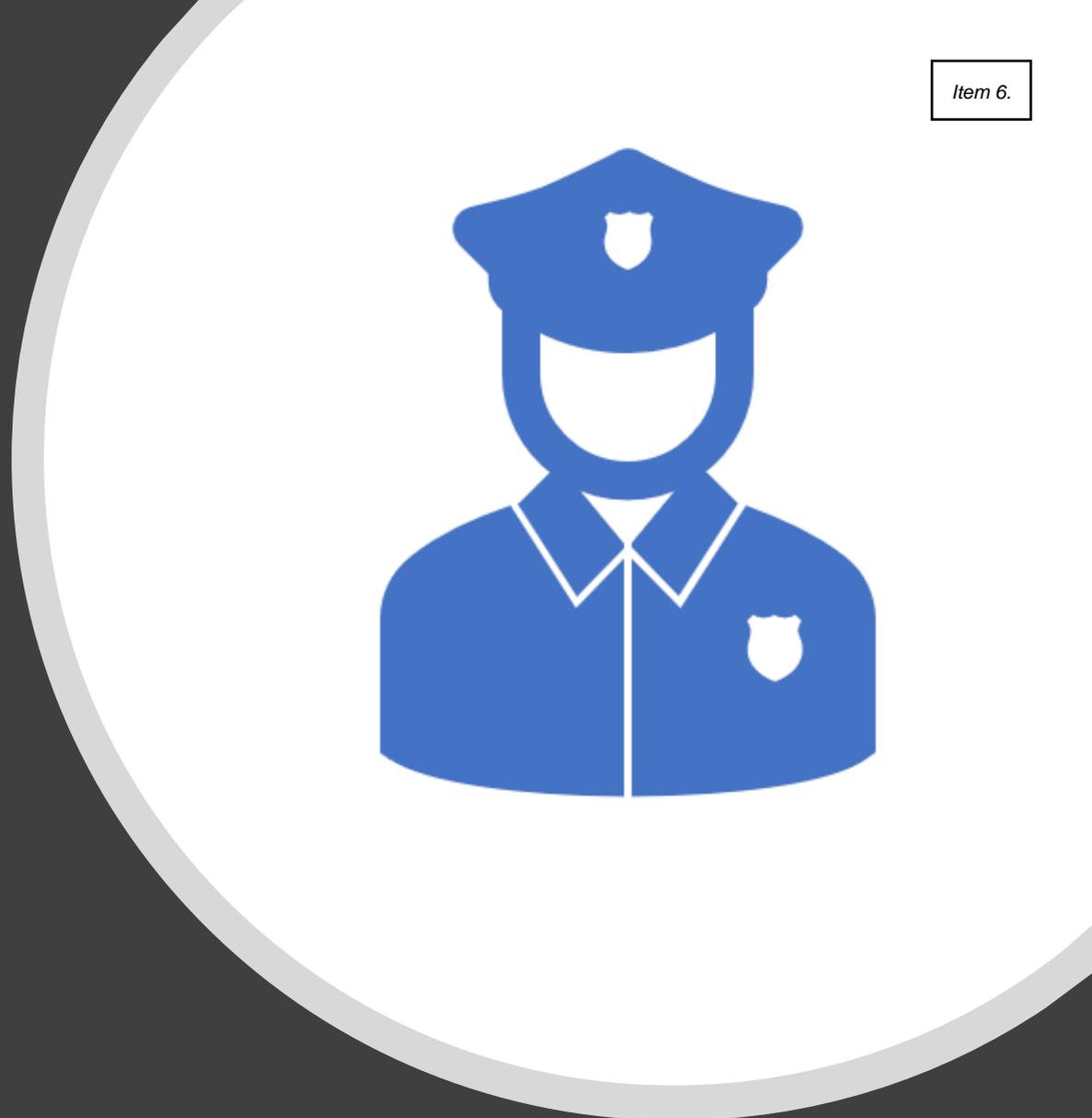
Source: 2018 Mecklenburg County paper "A REPORT FOR THE PURPOSE OF CREATING SIX COUNTY SERVICE DISTRICTS FOR LAW ENFORCEMENT SERVICES"



# Implications of Adding ETJ and 6 Patrol Officers

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- The data points towards a decrease in workload for PPD Officers, which will give officers more available time to:
  - Address community problems
  - Do proactive policing (Stratified Policing)
  - More time to engage the community
  - Leave more officers available for emergencies.



# Calls For Service (CFS) – Count and Hours

- ETJ = 1.84 CFS Daily
- PPD = 24.46 CFS Daily
- ETJ = 3.04 Hours on CFS Daily
- PPD = 12.57 hours on CFS Daily

## PPD Calls for Service \*\*PPD does not break CFS down by priority

Item 6.

1/1/2016 to 10/31/2021

	Number of Calls	Total Service Time Hours				
All Calls	52,057	26,750.13				
Yearly Average	8,676					
Daily Average	24.46	12.57				

\*\*outliers removed; 10-73 removed

## CMPD ETJ Calls for Service - Summary Statistics By Priority

1/1/20216 to 10/31/2021

Original Priority Assigned	Number of Calls	Number of Units Assigned	Total Service Time Hours	Average Response Time (Mins)
Priority 1 (emergency)	528	1770	1,592.40	9.5
Priority 2 (urgent)	372	991	600	14.6
Priority 3 (immediate)	1904	3781	2,693.70	18.2
Priority 5 (routine)	1104	1768	1,584.60	32.6
All Calls	3908	8310	6,470.70	20.7
Yearly Average	651			
Dialy Average	1.84		3.04	

# Workload Analysis – Adding ETJ

- Adding 6 patrol officers will increase Patrol staffing by 23%
- Adding 1 dispatcher will increase 911 Center staffing by 11%
- Adding the ETJ and 6 Patrol Officers will decrease the Average Daily CFS Workload for an Individual Officer by .43 CFS

**Current Average Daily CFS Workload for Individual PPD Officer**

**2.45**

**Average Daily CFS Workload if add ETJ and Six Patrol Officers**

**2.02**

# Workload Analysis – Adding ETJ

---

- Adding the ETJ and 6 Patrol Officers will decrease the Daily Average Hours on CFS for an individual PPD Officer by .06 hours

**Current Daily Average Hours on CFS for Individual PPD Officer**

**1.26**

**Daily Average Hours on CFS if add ETJ and Six Patrol Officers**

**1.2**

# Traffic-Related Calls for Service

Traffic related calls for service = Traffic Crashes, DWI, Vehicle Checkpoint, and Disabled Vehicle

## ETJ Traffic Related Calls for Service

1/1/2016 to 10/31/2021

Total Traffic Calls for Service	795
Yearly Average Traffic CFS	132.5
Daily Average Traffic CFS	0.37

## PPD Traffic Related Calls for Service

1/1/2016 to 10/31/2016

Total Traffic Calls For Service	9,889
Yearly Average Traffic CFS	1,648
Daily Average Traffic CFS	4.65

Item 6.



# Workload Analysis – Adding ETJ

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- Adding the ETJ and 6 Patrol Officers will decrease the Average Daily Traffic CFS Workload for an Individual PPD Officer by .08 CFS

**Current Average Daily Traffic CFS Workload for Individual PPD Officer**

**0.47**

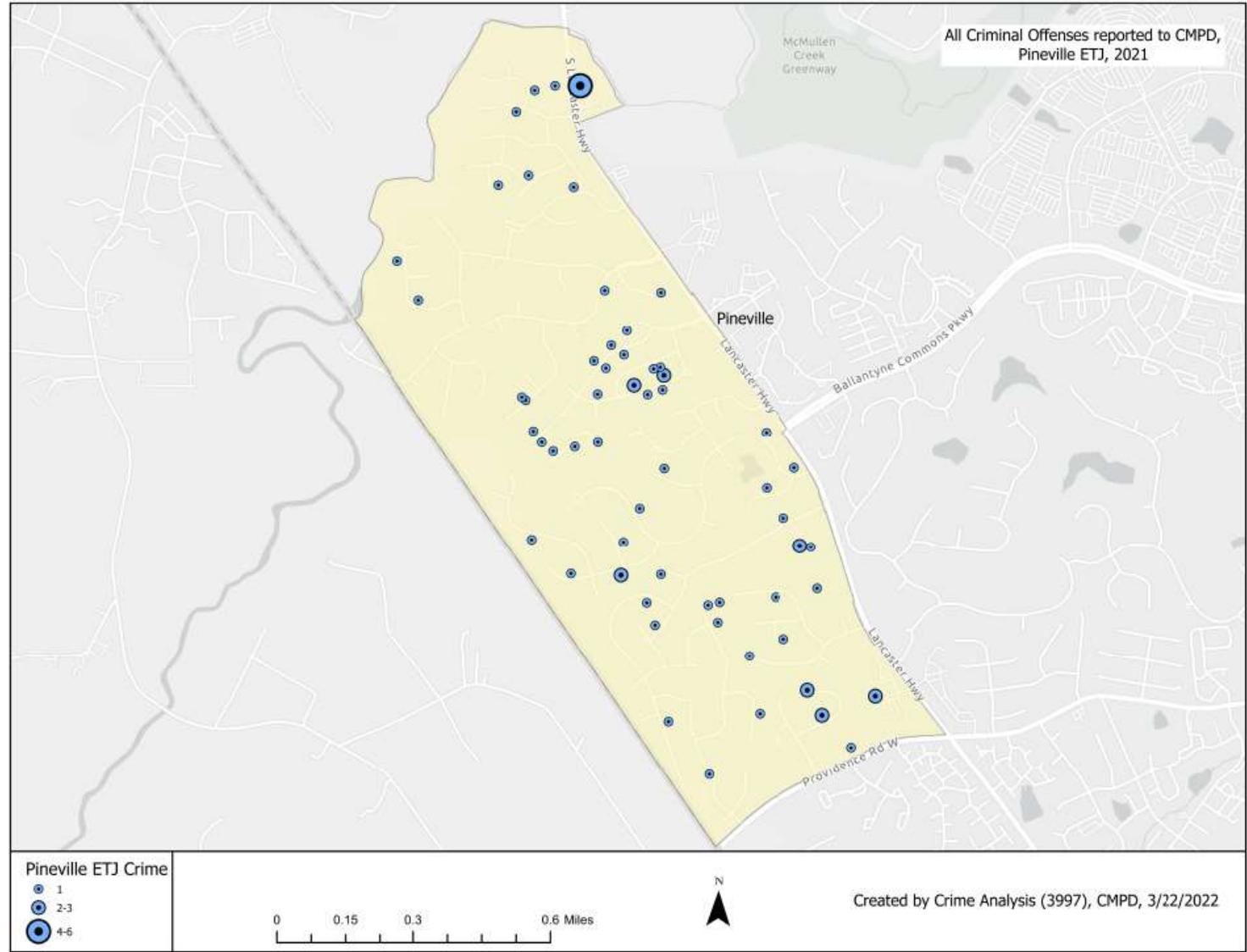
**Average Daily Traffic CFS Workload if add ETJ and Six Patrol Officers**

**0.39**

# Criminal Offense Reports

1/1/16 to 10/31/21

- ETJ had 495 reported criminal offenses
- Pineville had 18,336 reported criminal offenses
- Lamplighter accounted for 118 offenses, 9 violent offenses and 34 property crimes



# Workload Analysis – Adding ETJ

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- Adding the ETJ and 6 Patrol Officers will decrease the **Average Daily Offense Report Workload for an Individual PPD Officer by .18**

**Current Average Daily Offense Report Workload for Individual PPD Officer**

**0.86**

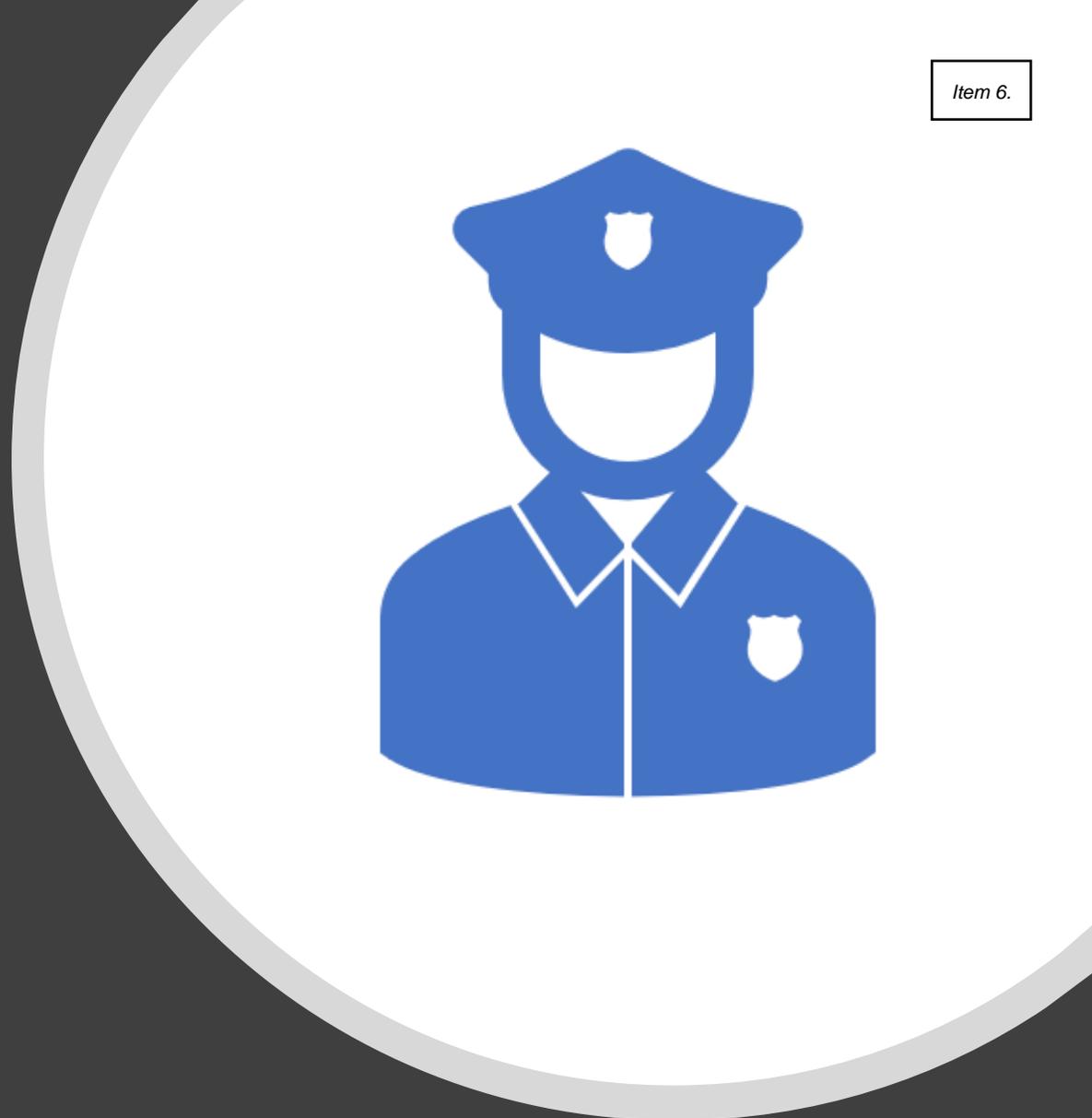
**Average Daily Offense Report Workload if add ETJ and Six Patrol Officers**

**0.68**

# Implications of Adding ETJ and 6 Patrol Officers

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- The data points towards a decrease in workload for PPD Officers, which will give officers more available time to:
  - Address community problems
  - Do proactive policing (Stratified Policing)
  - More time to engage the community
  - Leave more officers available for emergencies.



# Cost to Add ETJ

## Outfitting Officers & Dispatchers

Outfitting a PPD Officer	
Annual Salary (Grade 18 Step 1)	\$43,463.40
Salary + Benefits	\$56,937.05
Service Weapon	\$600.00
Uniforms	\$800.00
Ballistic Vest	\$1,200.00
Duty Gear (No Taser)	\$503.00
Taser	\$1,600.00
Body Worn Camera	\$875.00
Portable Radio	\$2,900.00
Laptop Computer	\$1,500.00
MiFi, BWC, & Taser License	\$220.00
Fully Equipped Police Car	\$63,000.00
<b>Total</b>	<b>\$130,135.05</b>

Yearly Cost to Outfit an Officer & Dispatcher	
Taser/Body Camera License	\$1,300.00
Mi-Fi	\$480.00
Training	\$373.00
Uniforms	\$600.00
Vehicle Maintenance	\$755.00
CAD License	\$1,250.00
<b>Total</b>	<b>\$4,758.00</b>

# Funding & Recommended Staffing

- ETJ Annual Revenue = **\$660,000**
- Recommend hiring
  - 6 officers
    - 4 assigned to Day Shift Platoons
    - 2 assigned to Night Shift Platoons
  - 1 dispatcher



# Cost to Add ETJ Fiscal Year '23 – Start-up Cost

Hire 6 officers to August 2022 Academy = \$341,622

Hire one Dispatcher = \$46,258

5% Dispatch Increase = \$18,394

Issued Gear = \$61,188

Academy + Dispatch Training = \$12,500

Purchase and Outfit Two Cars = \$132,300

**Total Start up Cost \$612,262**

# Cost to Add ETJ

## FY24

## FY25

10% pay raise = \$425,239
Dispatch 5% = \$18,394
Purchase 2 cars = \$132,300
Fuel = \$9,840
Yearly Outfit = \$33,306
<b>Total = \$619,079</b>

2.5% pay raise = \$435,870
Dispatch 5% = \$18,394
Purchase 2 cars = \$138,914
Fuel = \$9,840
Yearly Outfit = \$33,306
<b>Total = \$636,324</b>

# Cost to Add ETJ

## FY26

## FY27

- 2.5% pay raise = \$446,767
- Dispatch 5% = 18,394
- Fuel = \$9,840
- Yearly Outfit = \$33,306
- Total = \$508,307**

- 2.5% pay raise = \$457,936
- Dispatch 5% = \$18,394
- Purchase two cars = \$153,152
- Fuel = \$9,840
- Yearly Outfit = \$33,306
- Total = \$672,628**



# Memorandum

**To:** Mayor and Town Council

**From:** Ryan Spitzer

**Date:** 4/8/2022

**Re:** American Rescue Plan Spending

**Overview:**

Pineville is set to receive \$2,877,212 in federal funding through the American Rescue Plan. To date, the Town has received half of this money and it is anticipated the Town will receive the other half in FY23. The money must be spent by the end of 2026.

The Town of Pineville must submit its first report to the Federal Government by April 30<sup>th</sup> to include spending areas for ARP Funds. During the budgeting process Town Council considered several projects to spend the money on. These areas along with the associated amounts are below.

IT Infrastructure -	\$617,311
Fire Engine -	\$833,000
Non-profit -	\$50,000
Parks & Recreation -	\$1,236,840
Sidewalks/Streets -	\$140,061



# 2023 Revaluation Update

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MECKLENBURG COUNTY ASSESSOR'S OFFICE

ASSESSOR KEN JOYNER

ASSISTANT ASSESSOR BRAD FOWLER

# Revaluation - Why

Item 8.

- [North Carolina General Statute 105-286](#) - revaluation at least once every eight years.
  - Last conducted 2019
  - The Mecklenburg County BOCC advancement to a 4-year cycle
    - Values/assessments stay closer to current market
    - Public stays more educated on the Revaluation Process
    - Reduces the likelihood of large market increases seen in 8-year cycles



# Revaluation Purpose

Item 8.

## 1. Redistribute the property tax base

Fair and equitable assessments

## 2. Valuations/assessments updated to current market levels

\* A revaluation is not a means to increase property tax revenue \*



# Progress to Date

Item 8.



**397,088 Parcels in Mecklenburg County**



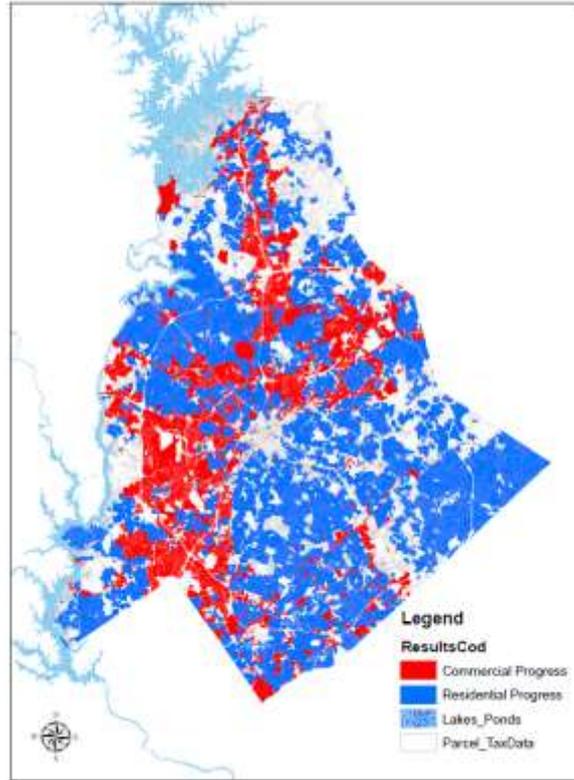
**353,447 Parcels have been through the initial review process – 89%**



# Progress to Date

Item 8.

Reval Progress as of 04/01/2022



Median Sales Price  
\$376,120

Median Sales Ratio  
99.6%



# Neighborhood Delineation

Item 8.

- Considered one of the most important tools in the revaluation process
- Divides Mecklenburg County into smaller geographic area
- Developed using natural and manmade boundaries
- Analyzing market data is easier, and ensures equity
- Maintains consistent values in a manageable market area



# Sales/Market Transactions

Item 8.

- 2019 Revaluation Qualified Sales
  - 24,092 in 2016
  - 25,073 in 2017
  - 23,183 in 2018
  
- 2023 Revaluation Qualified Sales
  - 26,478 in 2021 (Qualification process is 99% completed)
  - 25,319 in 2020
  - 24,461 in 2019



# Citizens Review Committee

Item 8.

- Nine-member panel – appointed by the BOCC
- Highly qualified group of individuals
- Copy of General Statutes
- Meetings will begin March 2022
- Meetings will end December 2022



# Citizen's Review Committee

Item 8.

- Purpose of the Citizen's Review Committee:
- Review overall operations
- Review the revaluation process
- Review appraisal methods
- Study statistical reports as to the 2023 Revaluation
- Monitor the progress
- Report its conclusions to the Board of County Commissioners and make recommendations



# Communication Plan

Item 8.



- Will present Revaluation information to all municipalities
- Website-Branding and video messaging
- Speaking engagements throughout the County
- Revaluation Brochure





# 2023 Property Revaluation Important Dates

Notice of 2023 Real Estate Assessed Value is sent to all County property owners.

**January 2023**



**Mecklenburg County Assessor's Office**

**Mailing Address:**  
Assessor's Office  
P.O. Box 36819  
Charlotte, NC 28236-6819

**Assessor's Office - Real Estate**  
P.O. Box 31127  
Charlotte, NC 28231

**Office Location:**  
**Assessor's Office**  
Valeria Woodard Center  
3205 Freedom Drive - Suite 3500  
Charlotte, NC 28208

**Office Hours:**  
Monday - Friday  
8am - 5pm  
Closed on County Holidays

**Email** – [AssessorQuestions@mecknc.gov](mailto:AssessorQuestions@mecknc.gov)  
**Phone** – 980-314-4226



# Mecklenburg County Property Revaluation



**REVAL.MECKNC.GOV**

Item 8.

# What is a Property Revaluation?

North Carolina General Statute (NCGS) 105-286 requires all counties to conduct a property revaluation at least every eight years. That means every property in the County is reviewed and assessed to determine its market value as of January 1 of the revaluation year.

## How do you determine my property's value?

- The County Assessor's Office works to verify and update property information for all properties in the County throughout the year.
- Assessors consider improvements and changes to the property, comparable property sales, property lines and other data gathered after inspecting the property to determine your property's market value. Consistency and equity within neighborhoods and property types are extremely important and quality control checks are in place to ensure equity.
- Then, each property owner receives a "Notice of Real Estate Assessed Value" which lists the most recent market value. This value reasonably reflects what the property would be worth if it were offered for sale.

# Still Have Questions?

## What if I have questions about my assessed value?

- You can review your assessment online at REVAL.MECKNC.GOV
- You can request an informal review of your assessed value within 30 days of receiving your Notice of Real Estate Assessed Value.
- You can skip the informal review process and file a Formal Appeal request (online, in person or by mail) with the Board of Equalization of Review (BER).

## Property Revaluation/Assessed Property Value and Taxes

- The County Tax Assessor determines your property's market value. The tax rates have no impact on this process.
- The tax rates are set by the Mecklenburg Board of County Commissioners along with local City Councils. The tax rate will not be set until the Board and Councils have established their respective fiscal budgets.

## YOU CAN DECIDE TO HAVE YOUR 2023 ASSESSED VALUE REVIEWED/Appealed FOR THE FOLLOWING REASONS:

### YES

- ✓ Assessed Value is substantially higher than Market Value
- ✓ Assessed Value is substantially less than Market Value
- ✓ Assessed Value is inequitable with similar properties

### NO

- ✗ The percentage increase over the previous Assessed Value
- ✗ Your financial ability to pay the taxes or Insurance Value
- ✗ Historical construction cost



REVAL.MECKNC.GOV

# Meetings Around Mecklenburg

Item 8.

<b>Community Meetings Leading Up to 2023 Reappraisal</b>			
	<b>Meeting</b>	<b>Date</b>	<b>Year</b>
✓	Archwell Health	27-Sep	21
✓	Library Exemption Information With Tonya Lewis	20-Oct	21
✓	Reval Presentation District 6	17-Nov	21
✓	Library with Tonya Lewis	19-Jan	22
✓	Howie Acres Community	1-Feb	22
✓	Grier Heights Community	7-Feb	22
✓	Archwell Health	21-Feb	22
✓	Ravenwood Community	23-Feb	22
To be Resch.	Smithville Community Coalition	28-Feb	22
✓	Hidden Valley Community	1-Mar	22
✓	Reval Staff Presentation	4-Mar	22
✓	Habitat Symposium	8-Mar	22
✓	Citizens Review Committee	10-Mar	22
✓	Cady Lake	14-Mar	22
✓	Charlotte Rotary Club	22-Mar	22
✓	Library Tonya Lewis	23-Mar	22
✓	Charlotte Providence Rotary	31-Mar	22
✓	Greater Charlotte Apartment	1-Apr	22
✓	Cornelius	4-Apr	22
✓	Helen Adams	5-Apr	22
✓	Citizens Review Committee	5-Apr	22



# Community Meetings Upcoming

	<b>Pineville</b>	<b>12-Apr</b>	<b>22</b>
	<b>Mint Hill</b>	<b>14-Apr</b>	<b>22</b>
	<b>Huntersville</b>	<b>18-Apr</b>	<b>22</b>
	<b>Citizens Review Committee</b>	<b>19-Apr</b>	<b>22</b>
	<b>Camp Greene NBH Assoc.</b>	<b>21-Apr</b>	<b>22</b>
	<b>Matthews</b>	<b>25-Apr</b>	<b>22</b>
	<b>Davidson</b>	<b>26-Apr</b>	<b>22</b>
	<b>City Of Charlotte</b>	<b>9-May</b>	<b>22</b>
	<b>CCIM Regional Breakfast at Dilworth Neighborhood Grill</b>	<b>9-Jun</b>	<b>22</b>
	<b>Lake Norman Huntersville Rotary</b>	<b>16-Jun</b>	<b>22</b>
	<b>South End Community Coalition</b>	<b>21-Jun</b>	<b>22</b>
	<b>BisNow Commercial Real Estate Regional Meeting in Charlotte.</b>	<b>30-Jun</b>	<b>22</b>
	<b>Paradigm Tax Group</b>	<b>14-Oct</b>	<b>22</b>

# In the News

Item 8.

Demand will keep pushing Charlotte home prices up in 2022

Homes in Charlotte will only continue to become more expensive in 2022, say 28 local real estate agents we polled in a recent survey.



Charlotte Observer

2 NC cities are among the hottest US housing markets in 2022, new Zillow report says

The typical home value in Charlotte is \$329,961, according to Zillow, and home values are forecast to rise 21% through November. The housing...



WCNC.com

Charlotte is still one of the hottest housing markets in the country

Charlotte is still one of the hottest housing markets in the country, Zillow says the typical home value is \$330,000 and it expects values to...



realtor.com®

## Top Housing Markets — of 2021 —



# Technology For Our Citizens

Item 8.



Mecklenburg County ~ Property Record Card Property Search

Find a property

All



Map



## WELCOME TO THE MECKLENBURG COUNTY PROPERTY INFORMATION SYSTEM

This online search tool allows you to look up detailed information about real estate properties in Mecklenburg County, North Carolina as recorded by the County Assessor's Office. Information about current ownership, mailing address, legal property description, property values, building details, land use, sales, deeds, tax bills, street maps and directions can all be found on the detail pages of a chosen property.

# After entering your address your property will be available

Item 8.



## Mecklenburg County ~ Property Record Card Property Search

[Results](#)  All

PARCEL ID: 00104243

**123 Main St**  
**Charlotte NC**

**John Doe, Jane Doe**  
**123 Main St**  
**Anywhere USA**

Total Appraised Value  
**\$521,000**



[Land](#) [Building](#) [Features](#) [Value Changes](#) [More](#)

[Tax Bill](#) [Comper](#) [NBH](#) [Pictometry](#) [Community](#) [More](#)

# Technology

Item 8.

## Spatialist Property Record Card

**Mecklenburg County - Property Record Card Property Search**

17910103

SEARCH Land Use Filter Reset Search Stop

Account: Parcel ID 17910103, Account No. 182888

Location Address: 123 Main St, Anywhere USA

Current Owner(s): John Doe, Jane Doe

Mailing Address: 123 Main St, Anywhere USA

Land Use Code: R100

Land Use Desc: R1A

Exemption/Ordinance: -

Neighborhood: R37B

Legal Description: L11 & P19 B1 M0-451

LAND: 2 LOT

Last Sale Date: 08/28/2017

Last Sale Price: \$268,200

Map View Search Stop Publish Cancel

Make an Inquiry

**Valuation**

Land Value	\$99,800
Building Value	\$76,800
Features	\$1,000

Total Appraised Value: \$278,600 \*

**Overview**

Building (1)

Year Built	1928
Built Use / Style	SINGLE FAMILY RESIDENTIAL
Story	TWO STORY
Total (sqft)	2,577
Heat	FORCED AIR - DUCTED
Fuel	GAS
Heated Area	2,000
Foundation	CRAWL SPACE
External Wall	ALUMINUM VINYL
Fireplace(s)	1
Fork Bath(s)	2
Hall Bath(s)	1
Bedroom(s)	3

Misc. Improvements

**Disclaimer**

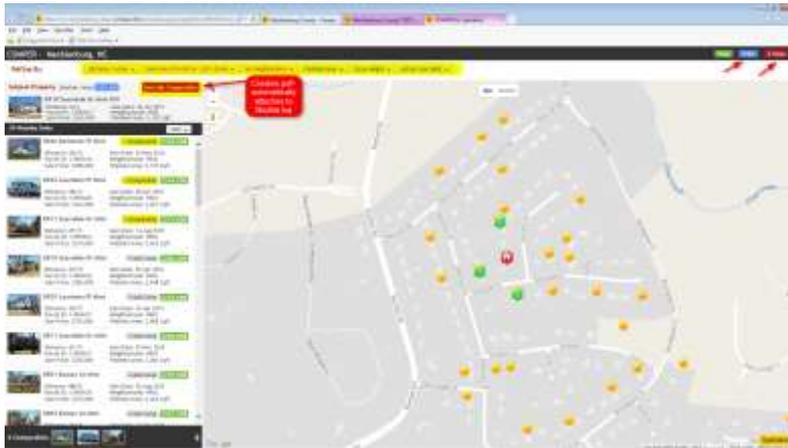
Mecklenburg County makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation.

Developed for Mecklenburg County - Property Record Card Property Search by Spatialist

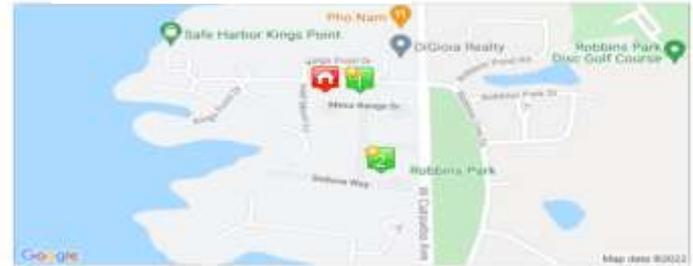


# See Comparable Sales

Item 8.



## Comparable Report: 123 Main St Charlotte NC



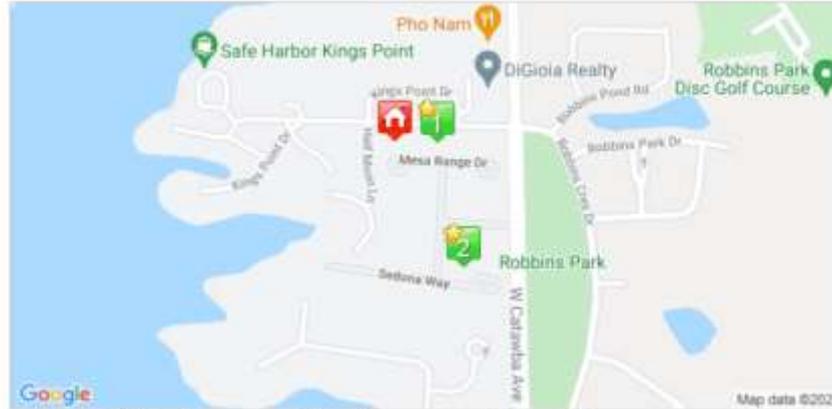
Subject	Comp #1	Comp #2
		
00104243	00104240	00104270
123 Main St	123 Main St	123 Main St
Anywhere USA	Anywhere USA	Anywhere USA

Distance	7....	211 ft	718 ft
Sale Price	N/A	\$455,000	\$500,000
Sale Date	N/A	22 Jun 2018	3 Aug 2017
Neighborhood	A127	A127	A127
Finished Area	3,260 Sqft	2,723 Sqft	2,658 Sqft
Full Baths	3	2	2
Bedrooms	3	3	4
Exterior Wall	STUCCO, HARDCOAT	FACE BRICK	STUCCO, HARDCOAT
Building Type	SINGLE FAMILY	SINGLE FAMILY	SINGLE FAMILY

# GET YOUR PERSONALIZED REPORT

Item 8.

Comparable Report: 17824 MESA RANGE DR CORNELIUS



Subject

Comp #1

Comp #2



00104243

00104240

00104270

123 Main St

123 Main St

123 Main St

Anywhere USA

Anywhere USA

Anywhere USA

	Subject	Comp #1	Comp #2
<b>Distance</b>	N/A	211 ft	718 ft
<b>Sale Price</b>	N/A	\$455,000	\$500,000
<b>Sale Date</b>	N/A	22 Jun 2018	3 Aug 2017
<b>Neighborhood</b>	A127	A127	A127
<b>Finished Area</b>	3,280 Sqft	2,723 Sqft	2,658 Sqft
<b>Full Baths</b>	3	2	2
<b>Bedrooms</b>	3	3	4
<b>Exterior Wall</b>	STUCCO, HARDCOAT	FACE BRICK	STUCCO, HARDCOAT
<b>Building Type</b>	SINGLE FAMILY RESIDENTIAL	SINGLE FAMILY RESIDENTIAL	SINGLE FAMILY RESIDENTIAL





# MECKLENBURG COUNTY ASSESSOR'S OFFICE

RELIEF IS ON THE WAY: IMPORTANT INFORMATION  
ABOUT PROPERTY TAX REDUCTIONS



# Tax Exemptions and Exclusions

Item 8.

## APPLICATION DUE Jan 1- June 1

- Elderly or Disabled Requirements (exclusion of \$25,000 or 50% of taxable value, up to 1 acre)



- Deed in applicant's name or title to residence as of January 1st
- Must be N.C. resident
- At least 65 years of age or totally and permanently disabled.
- 2021 Income requirement is \$31,900 for the 2022 Application



# Tax Exemptions and Exclusions

Item 8.

Disabled Veterans Homestead Exclusion (first \$45,000 of assessed value)

Deed in applicant's name or title to residence as of January 1st

Must be N.C. resident

Honorably discharged veteran – 100% disabled (service related) or receive benefits for specially adapted housing under 38 U.S.C. 2101

There is no age or income requirement

Application available online or call 980-314-4226 (4CAO) for application



# 2023 REVALUATION UPDATE

*"We Value Mecklenburg County"*

Item 8.

- \* **Nov. 2021-March 2023**      **Community Engagement**
- \* **February-December 2022**      **Citizens Review Committee**
- \* **December 2022**      **CAO Value Finalization**
- \* **January 2023**      **Notices of Value Mailing to Property Owners**
- \* **January 2023**      **Informal Appeals Period Begins**
- \* **May 2023**      **BER Appeal Period Ends**
- \* **July 2023**      **FY23 - Tax Bill Mailing to Property Owners**





# Questions



# Pineville Police Department



## Memo

**To:** Chief Hudgins

**From:** Lt. Whitley

**Date:** 4/7/2022

**Subject:** Fines Change for Certain Town Traffic Offenses

There are certain Town Ordinance Violations that warrant changes in the fines. As cost of living arises and so do fines for state law violations, as well as court costs continue to rise, so does the necessity to increase the fines periodically.

### **§ 130.03 DISCHARGE OF WEAPONS**

*(A) It shall be unlawful for any person to fire or discharge any BB gun, pellet gun, air rifle, pistol, rifle, gun, or other firearm within the town except in case of necessary defense of person or property; provided that this section shall not apply to an officer lawfully discharging his or her duty; and provided further, that nothing in this section shall be construed to prohibit licensed shooting galleries.*

*(B) It shall also be unlawful for any person to discharge any bow, compound bow, cross bow, or any other similar weapon within 500 feet of any occupied structure, public roadway, sidewalk, park, church, school, or other areas frequented by the public. The discharge of these types of weapons shall only occur on private property, with written approval for each individual hunting on another's property, unless otherwise approved by the town.*

*(1995 Code, § 32-3) (Ord. 2015-01, passed 2-10-2015) Penalty, see § 10.99*

### **§ 10.99 GENERAL PENALTY**

*Any person, firm or corporation violating any of the provisions of any section or division of this code of ordinances for which no other penalty is provided or failing or neglecting or refusing to comply with same, shall be subject to a fine not to exceed \$50 per day per violation.*

I'd like to encourage the increase of the penalty on Discharge of Firearms (Code 130.03) from the current \$50.00 (follows penalty in 10.99) to be \$100.00 for the first offense and \$200.00 for second and subsequent offenses. This will be a further deterrent for not only the first offense, but a second and subsequent offense even more so.

## **§ 91 NOISE**

### **§ 91.99 PENALTY.**

(A) *Generally. Any person violating any provision of this chapter for which no specific penalty is prescribed shall be subject to § 10.99.*

(B) *Violations of nuisances in general; noise.*

(1) *Where there is a violation of any provision of this chapter, except as otherwise indicated, the town, in its discretion, may take one or more of the following enforcement actions:*

(a) *A police officer may issue a citation subjecting the violator to a \$100 civil penalty, which penalty may provide for a \$15 delinquency charge upon nonpayment, and which penalty and delinquency charge may be recovered by the town in a civil action.*

(b) *A misdemeanor warrant may be issued either immediately or upon the issuance of a citation and the violator's failure to pay the same. Misdemeanors shall be punishable by a fine of up to \$500 and/or imprisonment for up to 30 days.*

(c) *A civil action seeking a penalty of \$500 per day of violation plus injunction and order of abatement may be directed toward any person creating or allowing the creation of any unlawful noise, including the owner or person otherwise having legal or actual control of the premises from which it emanates.*

The Town of Mint Hill has adopted in its ordinance that the violations for noise ordinances should increase as follows:

1. *1st violation = \$100*
2. *2nd violation = \$250*
3. *3rd violation = \$500*
4. *4th violation = \$750*
5. *5th and subsequent violations = \$1,000*

With a gradual increase in the cost of these violations, it would be a growing deterrent for violators to comply with the Town's Code.

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# Memorandum



**To:** Mayor and Town Council

**From:** Ryan Spitzer

**Date:** 4/8/2022

**Re:** PARTF Grant – JHP Greenway

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## **Overview:**

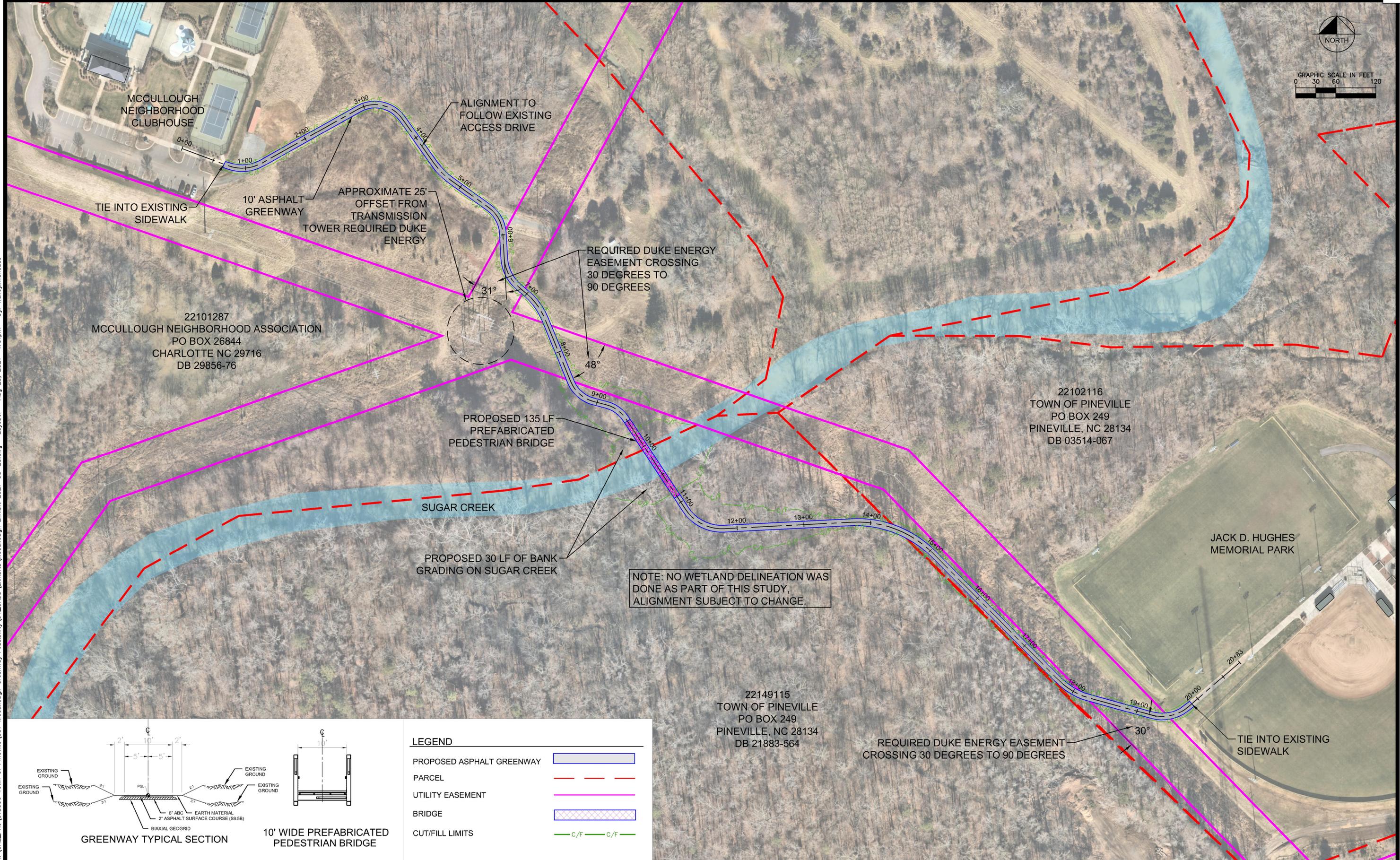
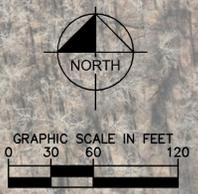
Parks and Recreation is applying for a PARTF Grant to help with construction of the greenway from Jack Hughes Park to the McCullough neighborhood. This project was part of the PARC Masterplan as well as the Mobility Plan. The project ranked as the highest project on the mobility plan for near term construction because it will cause the least interference with traffic flow during construction and provides a large benefit to increasing the effectiveness of the town's mobility network.

The McCullough HOA has already voted to approve and to support the project. Pulte is providing money for the greenway connection also.

As part of the grant application, Town Council needs to formally approve of the plan and vote to apply for the PARTF Grant for use of grant monies on the project.

## **Attachments:**

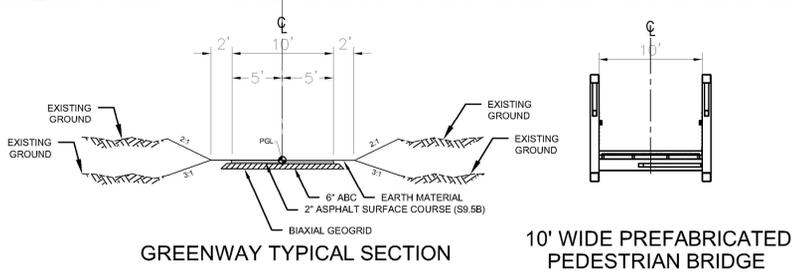
Greenway Path



22101287  
MCCULLOUGH NEIGHBORHOOD ASSOCIATION  
PO BOX 26844  
CHARLOTTE NC 29716  
DB 29856-76

22102116  
TOWN OF PINEVILLE  
PO BOX 249  
PINEVILLE, NC 28134  
DB 03514-067

22149115  
TOWN OF PINEVILLE  
PO BOX 249  
PINEVILLE, NC 28134  
DB 21883-564



**LEGEND**

PROPOSED ASPHALT GREENWAY	
PARCEL	
UTILITY EASEMENT	
BRIDGE	
CUT/FILL LIMITS	

# MCCULLOUGH NEIGHBORHOOD GREENWAY CONNECTION FEASIBILITY STUDY

DATE: 08-23-2021

SHEET 1 of 1



Drawing name: K:\CHL\_PRJ\018036 Town of Pineville\007 McCullough Greenway Feasibility\04\_CADD\Exhibits\McCullough Exhibit 2021-08-23.dwg Layout1 Aug 23, 2021 4:01pm by nancymancauso

# Memorandum



**To:** Mayor and Town Council

**From:** Ryan Spitzer

**Date:** 4/8/2022

**Re:** Contract with Edifice for Construction Manager Services

---

## **Overview:**

The Town of Pineville is beginning the process to construct a new Fire Station in Downtown Pineville. As part of this process the Town will be procuring the services of a Construction Manager to preform Construction Manager at Risk duties and also an Architect to design the building.

The Town issues an RFP for Construction Manager at Risk services that were due in March 2022. The town received five (5) proposals. The proposals were evaluated by the Town Manager and Fire Chief. Edifice was selected to preform the work. Edifice is the Construction Manager for the Town at the new Town Hall facility.

There will be two contracts with Edifice. The first will be for pre-construction work and the second will be for construction administration (price will be based on the cost of the building). The contract for the pre-construction work that is part of this packet is the same scope of work they preformed for the Town Hall/Library building. The cost for pre-construction work is \$98,140.

## **Attachments:**

Pre-construction Scope of Services and Costs



**Town of Pineville  
New Fire Station Project  
March 17, 2022**

**PRECONSTRUCTION SERVICES** (April 2022 – April 2023 ) Scope of services will include review and analysis during the three key design phases:

**Programming and Conceptual Pricing**

- Coordination meetings with the Town of Pineville and Design Team
- High level conceptual pricing exercises and planning
- Create project schedule that maps out preconstruction activities
- Create project procurement schedule that maps out milestones designers must hit in order to procure long lead time materials and components that allow project milestones to be reached without construction delays.

**Schematic**

- Coordination meetings with owner and design team – Bi-Weekly (every other week)
- Programming verification
- An allowance of \$7,500.00 has been included in the preconstruction services fee to cover Ground Penetrating Radar scans
- Value engineering
- Value engineering workshop with owner and designer
- Quantity take off and unit cost pricing
- Schematic design estimate
- Clarifications to estimate
- Facilitate estimate review meeting and refine based on team comments
- Establish Project Collaborative website for the project team to utilize

**Design Development**

- Coordination meetings with owner and design team – Bi-Weekly (every other week)
- Constructability review
- Product and system analysis with recommendations
- Value engineering
- Value engineering workshop with owner and designer
- Quantity take off
- Solicit key trades for current market pricing
- Design development estimate
- Clarifications to estimate
- Facilitate estimate review meeting and refine based on team comments
- Analyze products and building systems and make recommendations
- Solicit current market pricing from key trades



**The following Preconstruction Services will be included in the PGMP Contract for Construction Services:**

**Construction Documents**

- Coordination meetings with owner and design team – Bi-Weekly (every other week)
- Constructability review
- Design quality control and/or VE workshop with owner and designer
- Phasing and site logistics plan
- Milestone construction schedule
- Value engineering
- Construction document estimate
- Clarifications to estimate
- Perform quality control review of construction documents
- Create site logistics plan
- Create milestone construction schedule
- Provide cost estimate based on 90% CD's
- Conduct estimate review meeting and refine cost estimate based on feedback

**Prequalification of Trade Contractors**

- Establish a prequalification process to ensure that all Town of Pineville policies are adhered to and project-specific criteria is included.
- Tailor bid packages for the benefit of the project in terms of available resources and funding
- Advertise trade package opportunities for those interested in prequalifying to bid the project
- Edifice will work with the Town of Pineville on the Prequalification process making sure all County policies are followed and project specific criteria is included
- Outreach Sessions will be held to help advertise and promote interest in the project
- Describe prequalification process at Outreach Sessions
- The Town of Pineville and Edifice will work together to develop the list of Prequalified Trade Contractors in concert with the G.S. 143-135.8 Prequalification and 143-128.1 Construction Management at Risk Contracts
- All Town of Pineville requirements for MWSBE participation will be followed
- Get approval from the Town of Pineville for recommended prequalified bidders
- Only allow prequalified trade contractors to bid the project

**Pubic Bid**

- Advertise the project for bid to all prequalified trade contractors
- Conduct an open, competitive public bid process for all trade packages
- Offer and provide MWSBE firms assistance during the bidding phase
- Provide feedback to any unsuccessful bidders
- Notify Prequalified Bidders of pre-bid meeting and bid date
- Conduct Pre-Bid meeting



- Hold the bid opening in a public location at a Town of Pineville facility or agreed upon location.
- Edifice will work in concert with the Town of Pineville and designer (TBD) on all the necessary requirements related to the bid opening
- G.S. 143-129 Procedure for Letting of Public Contracts will be followed
- All Town of Pineville requirements for MWSBE participation will be followed
- Post Bid meetings with all apparent low, responsive, responsible trade contractors will be held to determine the authenticity and accuracy of bids
- Award 1st Tier Contracts
- Report Actual MWSBE participation vs. Goals

#### **MWSBE**

- Engage MWSBE coordinator to define MWSBE Plan
- Complete Project-specific MWSBE Plan
- Coordinate goals with project team

#### **Guaranteed Maximum Price**

- Once Post Bid Meetings are finalized and apparent low bidders are determined, a Guaranteed Maximum Price (GMP) Proposal will be put together.
- The GMP Proposal will then become part of the A133 – Exhibit A Guaranteed Maximum Price Amendment

#### **Contract**

- Negotiate and execute contract with the Town of Pineville using AIA A133 and A201
  - Include Preconstruction Services only to start the process
- Establish GMP once Post-Award meetings are finalized and apparent low bidders are determined
- Put together GMP Amendment for approval and it gets added to and becomes a part of the contract

**Preconstruction Services Fee Estimate**

<b>Project: Pineville Fire Station</b>		<b>Start Date</b>	<b>Apr-22</b>		
<b>Owner: Town of Pineville</b>		<b>Completion</b>	<b>Apr-22</b>		
		<b>Budget Estimate</b>	<b>\$12,000,000</b>		
<b>Personnel Activates</b>					
<b>Conceptual Design &amp; Programming Estimates</b>	<b>Man-hours</b>	<b>Rate</b>	<b>Labor</b>	<b>Personnel</b>	
Project Executive	20	\$133.00	\$2,660	Tim Bender	
Preconstruction Manager	40	\$105.00	\$4,200	Matt Toffey	
VP of Preconstruction Services	20	\$125.00	\$2,500	Andy Aldridge	
<b>Subtotal</b>	<b>80</b>		<b>\$9,360</b>		
<b>Schematic Design</b>	<b>Man-hours</b>	<b>Rate</b>	<b>Labor</b>	<b>Personnel</b>	
Project Executive	20	\$133.00	\$2,660	Tim Bender	
VP of Preconstruction Services	60	\$125.00	\$7,500	Andy Aldridge	
Project Manager	20	\$111.00	\$2,220	Ian Rosen	
Preconstruction Manager	60	\$105.00	\$6,300	Matt Toffey	
<b>Subtotal</b>	<b>160</b>		<b>\$18,680</b>		
<b>Design Development</b>	<b>Man-hours</b>	<b>Rate</b>	<b>Labor</b>	<b>Personnel</b>	
Project Executive	20	\$133.00	\$2,660	Tim Bender	
VP of Preconstruction Services	40	\$125.00	\$5,000	Andy Aldridge	
Project Manager	40	\$111.00	\$4,440	Ian Rosen	
Superintendent	20	\$103.00	\$2,060	Artie Brownell	
Preconstruction Manager	60	\$105.00	\$6,300	Matt Toffey	
<b>Subtotal</b>	<b>180</b>		<b>\$20,460</b>		
<b>Complete CD's</b>	<b>Man-hours</b>	<b>Rate</b>	<b>Labor</b>	<b>Personnel</b>	
Project Executive	20	\$133.00	\$2,660	Tim Bender	
VP of Preconstruction Services	40	\$125.00	\$5,000	Andy Aldridge	
Project Manager	40	\$111.00	\$4,440	Ian Rosen	
Superintendent	20	\$103.00	\$2,060	Artie Brownell	
Preconstruction Manager	80	\$105.00	\$8,400	Matt Toffey	
<b>Subtotal</b>	<b>200</b>		<b>\$22,560</b>		
<b>Bid Documents and Bidding</b>	<b>Man-hours</b>	<b>Rate</b>	<b>Labor</b>	<b>Personnel</b>	
Project Executive	20	\$133.00	\$2,660	Tim Bender	
VP of Preconstruction Services	40	\$125.00	\$5,000	Andy Aldridge	
Project Manager	20	\$111.00	\$2,220	Ian Rosen	
Preconstruction Manager	80	\$105.00	\$8,400	Matt Toffey	
Preconstruction Assistant	20	\$65.00	\$1,300	Jessica Pablate	
<b>Subtotal</b>	<b>180</b>		<b>\$19,580</b>		
<b>Services Cost Recap</b>	<b>Man-hours</b>	<b>Days</b>	<b>Labor</b>	<b>Personnel</b>	
<b>Personnal Activity Summary</b>					
Conceptual Design	80	10	\$9,360	3	
Schematic Design	160	20	\$18,680	4	
Design Development	180	23	\$20,460	5	
Complete CD's	200	25	\$22,560	5	
Bid Documents and Bidding	180	23	\$19,580	5	
<b>Subtotal</b>	<b>800</b>	<b>100</b>	<b>\$90,640</b>	<b>22</b>	
<b>Pre-construction Summary</b>					
<b>Total Labor</b>			<b>\$90,640</b>		
<b>Infrared Scans, Ground Penetrating Radar, Deconstructive Testing, &amp; Systems Testing Allowance</b>			<b>\$7,500</b>		
<b>Total Pre-construction Services Fee</b>			<b>\$98,140</b>		

Previous Payments  
 Remaining Contract Value  
 Percent Complete



## PUBLIC WORKS

# Department Update

To: Town Council

From: Chip Hill

Date: 04/01/2022

Re: **Public Works Updates**

**Leitner Drive:** A sink hole developed and we are currently in the process of getting it repaired. (see picture #1)

**Cone Avenue:** Public Works jetted 210LF of pipes and re-slopped 89LF of ditch at 1001, 1003, and 1005 Cone. (see pictures #2 & 3)

**McCullough:** Storm video is being reviewed by Labella. The contractor has made some repairs that they were aware was needed prior to the video.

**Miller Street:** Storm video review and review of repairs that are needed are complete. As Builts have been submitted to Mecklenburg County for review.

**Lowery Street:** We are waiting for the utilities and road easements to be surveyed. Thomas is 4 weeks behind.

**Lynnwood/Lakeview:** The final easement exhibits have been received. The documentation to be presented to the land owner is being amended to reflect the new limits. Once completed we will deliver to each affected land owner.

**Hwy 51 Sidewalks:** Red Clay was rewarded the bid for the sidewalks on 51 from the bridge at the Quality Suites Hotel to IHOP. This is to be completed from this year's budget but we do not have a start date at this time.

**Cone/Dover Street Realignment:** After our meeting Friday on site, we are going to have the site surveyed and Labella is preparing a scope of work and developing a design cost.

**Meyer Lane:** Mecklenburg County and us are waiting on them to call for the final inspection.

\*see attached permits issued/received spreadsheet.







**PERMITS ISSUED/PENDING  
COMPANY  
Fiscal Year 2022**

COMPANY	LOCATION	STATUS	PERMIT NO
Mears for Piedmont Natural Gas	Cranford Drive/Main Street	Issued	PW20210712CRANFORD
PNG/Matt Bare of WK Dixon AT&T	12228 & 12004 Carolina Logistics Dr/Nations Ford & Downs Rd	Issued	PW20210712CAROLINALOGISTICS12228&12004
PNG/Catrina Pealer	10710 Centrum Parkway	Issued	PW20210812CENTRUM10710
PNG/Catrina Pealer	408-410 Park Avenue/Lakeview Drive	issued	PW20210721PARKAVE408-410
Spectrum	902 Lakeview Drive	issued	PW20210721LAKEVIEW902
PNG/Paul Tatsis	10100 Rodney Street/Industrial Drive	Issued	PW20210712RODNEY10100
Charlotte Water/Sean Mayo Gavel & Dorn	10907 Rail Tye Place	Issued	PW20210708RAILTYE
Hart & Hickman PC	10030 Park Cedar Drive/Feldfarm Lane	Cancelled	
PNG/Josh Uriate Mears Group	105 Dover Street	Cancelled	N/A
Comporium/Stephane Cowart Byers Engineering	Brian Circle for 734 Brian Circle/Franklin Street	Issued	PW20210826BRIANCIRCLE734
Segra/Elizabeth Sweeney	Main Street-NC 51/Johnson Drive	Issued	PW20210908MAINNC51
Segra/Gazelle Simmons	Downs Road/Eagleton Drive	Issued	PW20210929DOWNS
Segra/Elizabeth Sweeney	NC DOT on HWY 51 to Eagleton Downs Drive (variance approval Downs Rd)	Issued	PW20210610EAGLETONDOWNSVARIANCE
Segra/Elizabeth Sweeney	10519 Industrial Drive/Rodney Street	Issued	PW20210929INDUSTRIAL10519
Charlotte Water/Zach Pellicone	11049 Carolina Place Parkway	Issued	PW20211004CAROLINAPL11049
Spectrum/Devin Russell	10405 Centrum Pkwy	Issued	PW20211116CENTRUM10405
PNG/Carl Hamlin Mears Group	705 Main Street	Pending	
Segra/Ronal Mayorga Diversified Utility Group	Preston Park Ph1 M2/Cranford Drive and Emmet Dr.	Issued	PW20211116PRESTONPK
Electricities/AJ Molnar Southeastern Consulting Engineers	508 Main St/Cranford Dr/Jack Hughes Ln/427 Main St	Completed	
AT&T/Ashley Northup/Lee Sadler #A027BY2	813 Main/810 Main to 511 Main/516 Main	Pending	
Charlotte Water/Geneva Montgomery	10313 Johnston Road/McMullen Creek Pkwy	Issued	PW20211208JOHNSTON10313
Charlotte Water/Geneva Montgomery	10320 Rodney St/Industrial Dr	issued	PW20220112RODNEY10320
PNG/Angie Auber Mears Group	405 Johnston Dr/Meyer Lane & Cone Ave	Issued	PW20220127JOHNSTON405
PNG/Duke Energy/Cartrina Pealer	902 Lakeview/Fisher Street	Issued	PW20220202LAKEVIEW902
PNG/Mears Group/Angie Auber/Andy Edgemon	237 Johnston Dr/Lyndon Station Dr	Issued	emergency no formal Easement Permit issued
Spectrum (Charter)/Techsystems/Cam Demby/Scott Heverly	912 Cone Ave/Eden Circle	Issued	PW20220131CONE912
PNG/Mears Group/Angie Auber	105 South Polk/Pineville Matthews	Issued	
PNG/Mears Group/Angie Auber	214 Johnston Dr/Childers LN	Expired	
PNG/Mears Group/Angie Auber	218 Johnston Dr/Childers LN	Issued	
PNG/Mears Group/Angie Auber	210 Johnston Dr/Childers LN	Issued	
Spectrum/Tracey Kendall/Evolution Optical/stscableservices	409 Cone Ave/Lakeview	Issued	
AT&T/Ashley Northup/Lee Sadler #A029ZCJ	8320 Pineville Matthews Rd/McMullen Creek Pkwy/Johnston Rd	Issued	PW20220322JOHNSTON210214218
PNG/Carl Hamlin Mears Group	Preston Park ROW/Emmett Dr/Franklin St	Pending	
Charlotte Water/Geneva Montgomery	10121 Pineville Distribution St/Industrial Dr/Rodney St	Pending	

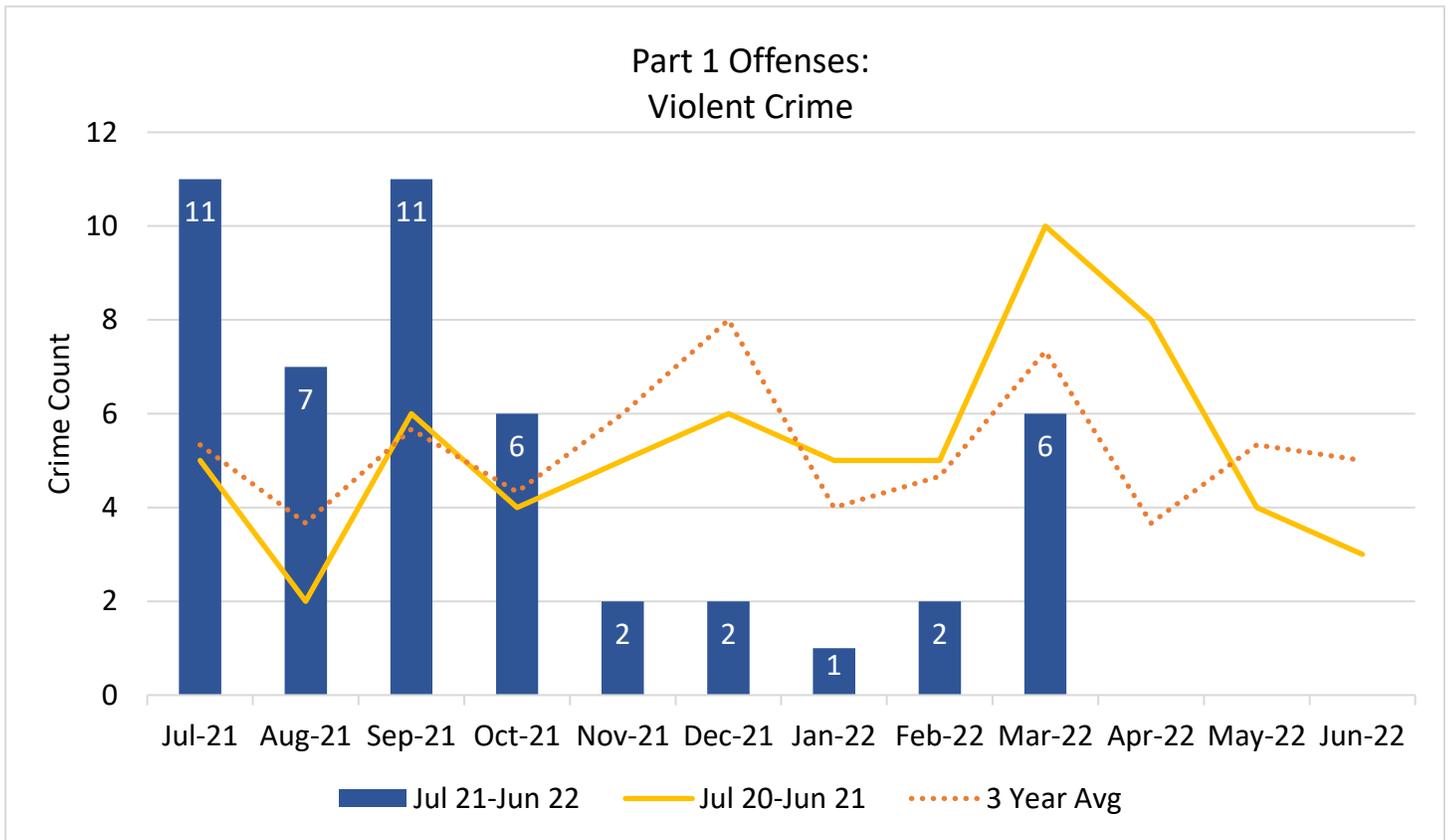


# PINEVILLE POLICE DEPARTMENT

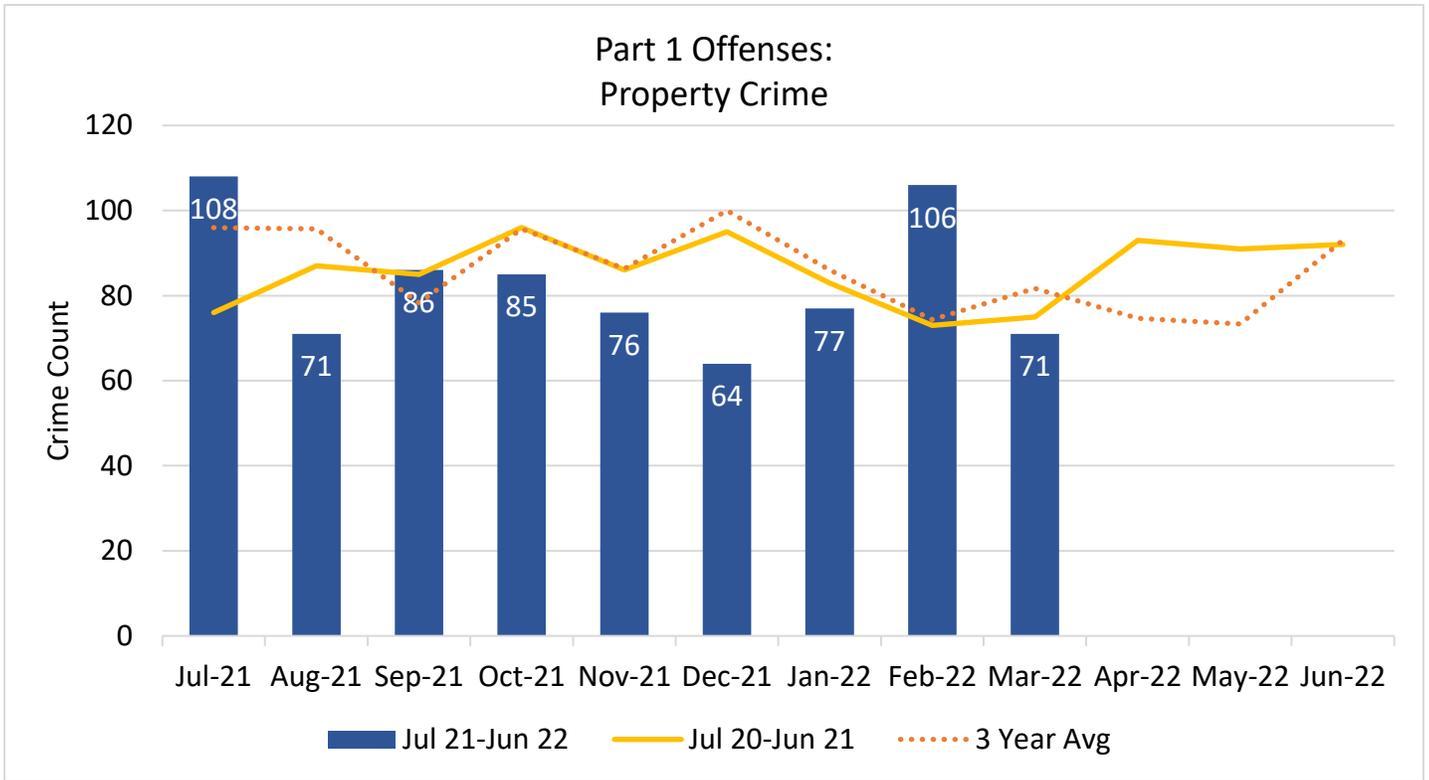
## MONTHLY REPORT March 2022

### Crime Goals

Below is the evaluation of the department’s crime goals. Goals are measured for 12 months based on the fiscal year. For the year of July 2021 – June 2022, the goals are to reduce violent crime by 5% and reduce property crime by 10%.



Goal: -5%  
 Baseline Jul 20 – Jun 21: 63  
 Target Jul 21 – Jun 22: 59  
 Jul 21 – Mar 22: 48  
 Comparison to Jul 20 – Mar 21: 0.0%  
 Comparison to Jul – Mar 3 Year Avg: **-2.04%**

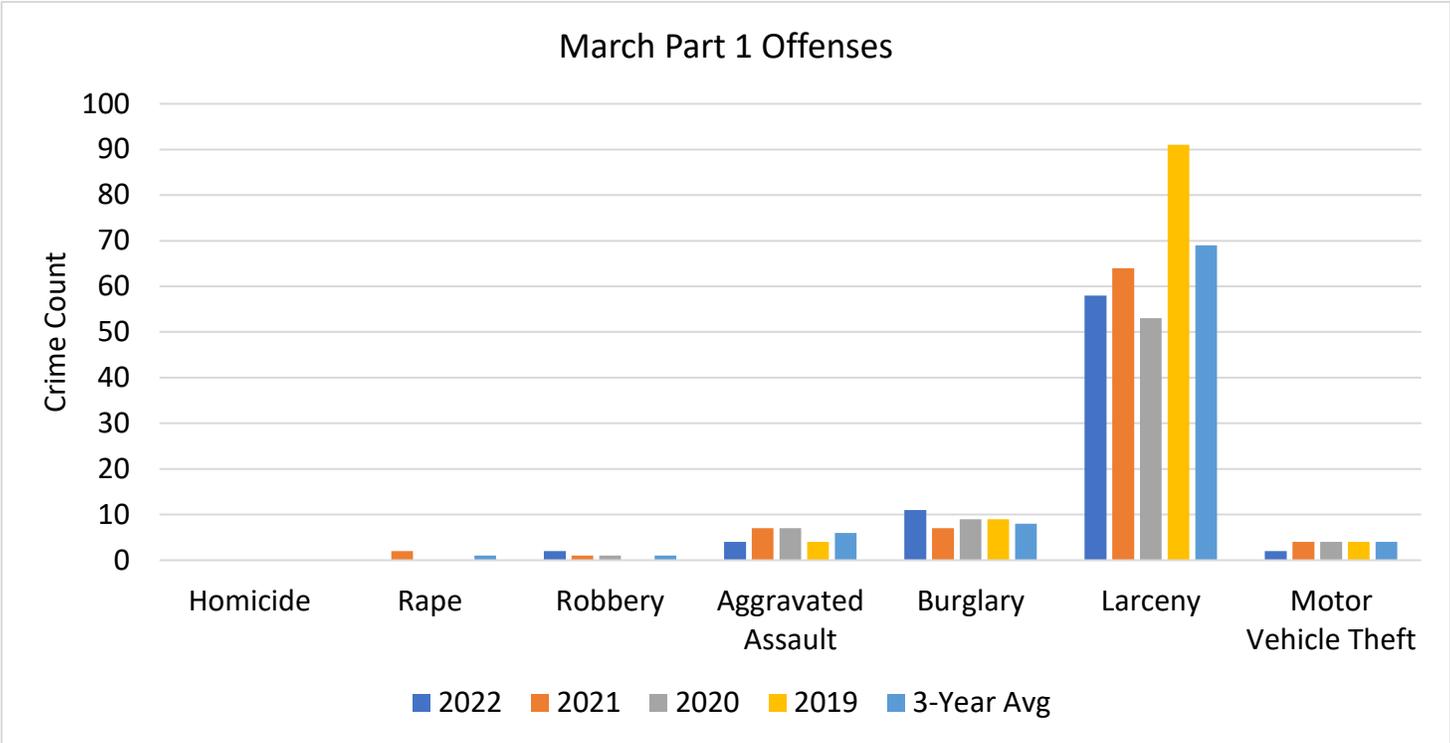


Goal: -10%  
 Baseline Jul 20 – Jun 21: 1032  
 Target Jul 21 – Jun 22: 928  
 Jul 21 – Mar 22: 744  
 Comparison to Jul 20 – Mar 21: -1.59%  
 Comparison to Jul – Mar 3 Year Avg: **-6.30%**

**Monthly Crime Statistics**

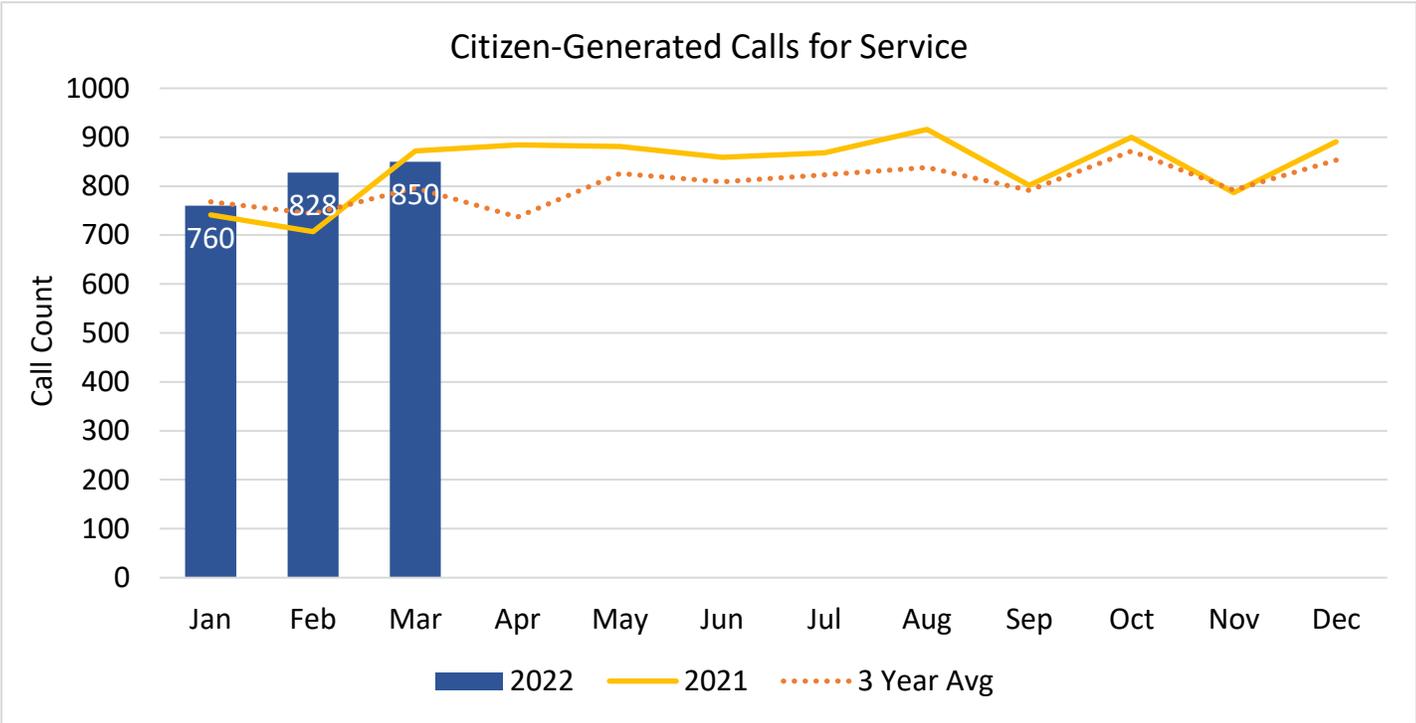
Below is a table and bar graph of the counts for Part 1 Offenses in March. For comparison, the same is shown for the past 3 years. The average of the 3 years was calculated.

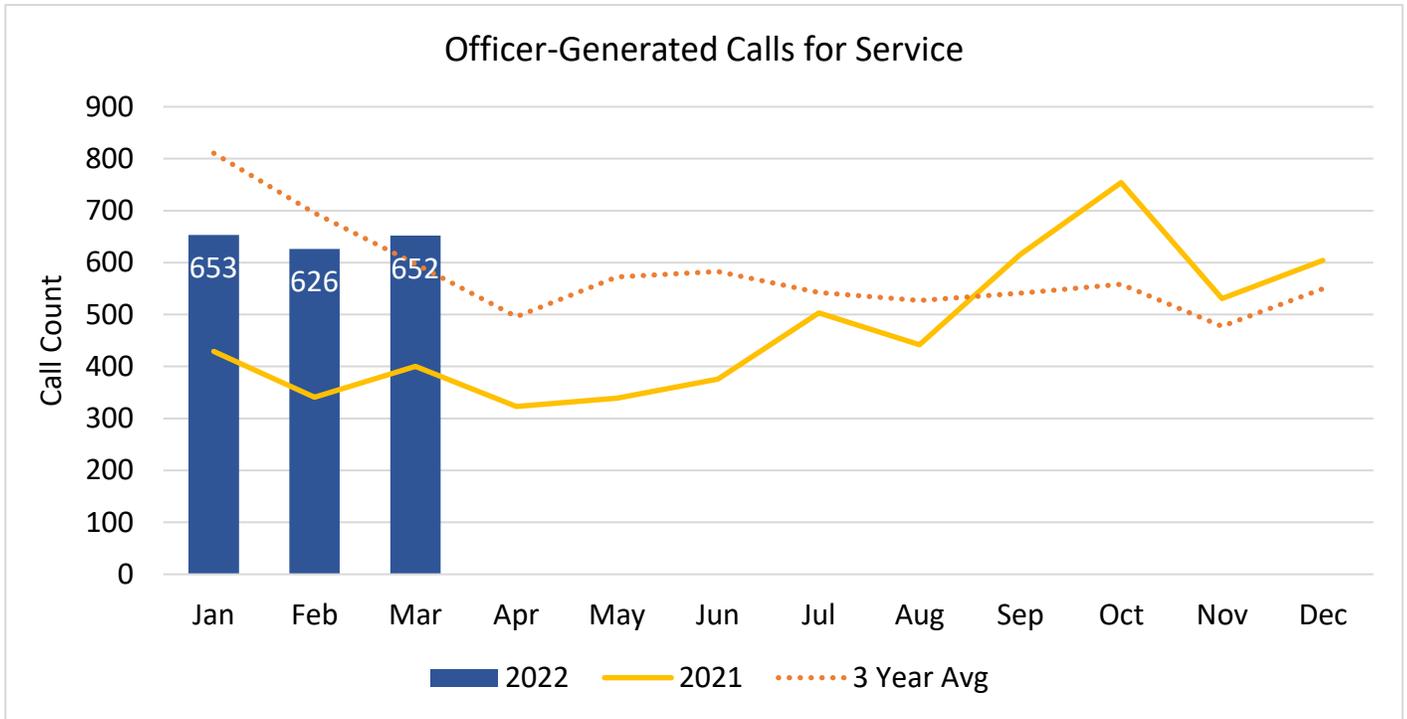
March Crime Statistics					
Part 1 Offenses					
	2022	2021	2020	2019	3-year average (2019-2021)
Homicide	0	0	0	0	0
Rape	0	2	0	0	1
Robbery	2	1	1	0	1
Aggravated Assault	4	7	7	4	6
Burglary	11	7	9	9	8
Larceny	58	64	53	91	69
Motor Vehicle Theft	2	4	4	4	4



**Calls for Service**

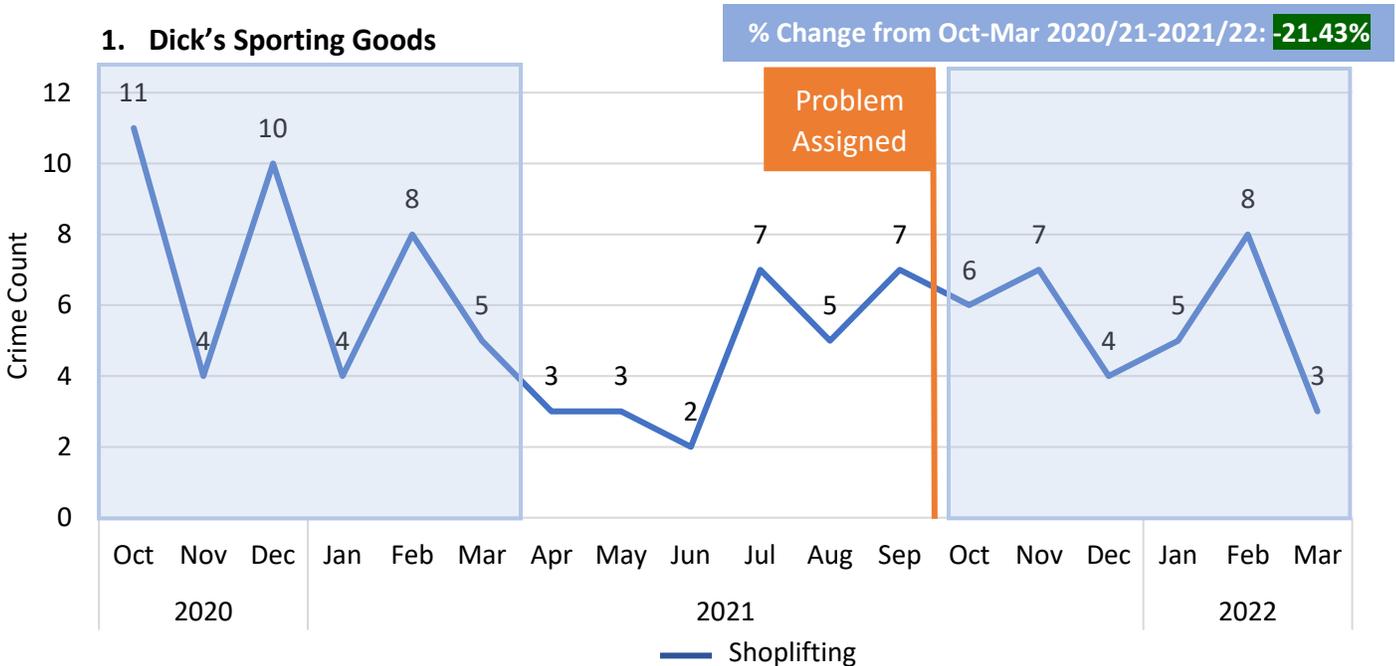
The graphs below display the number of calls for service in comparison to previous months and the previous 2 years. The first graph is citizen-generated calls. The second graph is officer-generated calls (zone checks and foot patrols excluded).





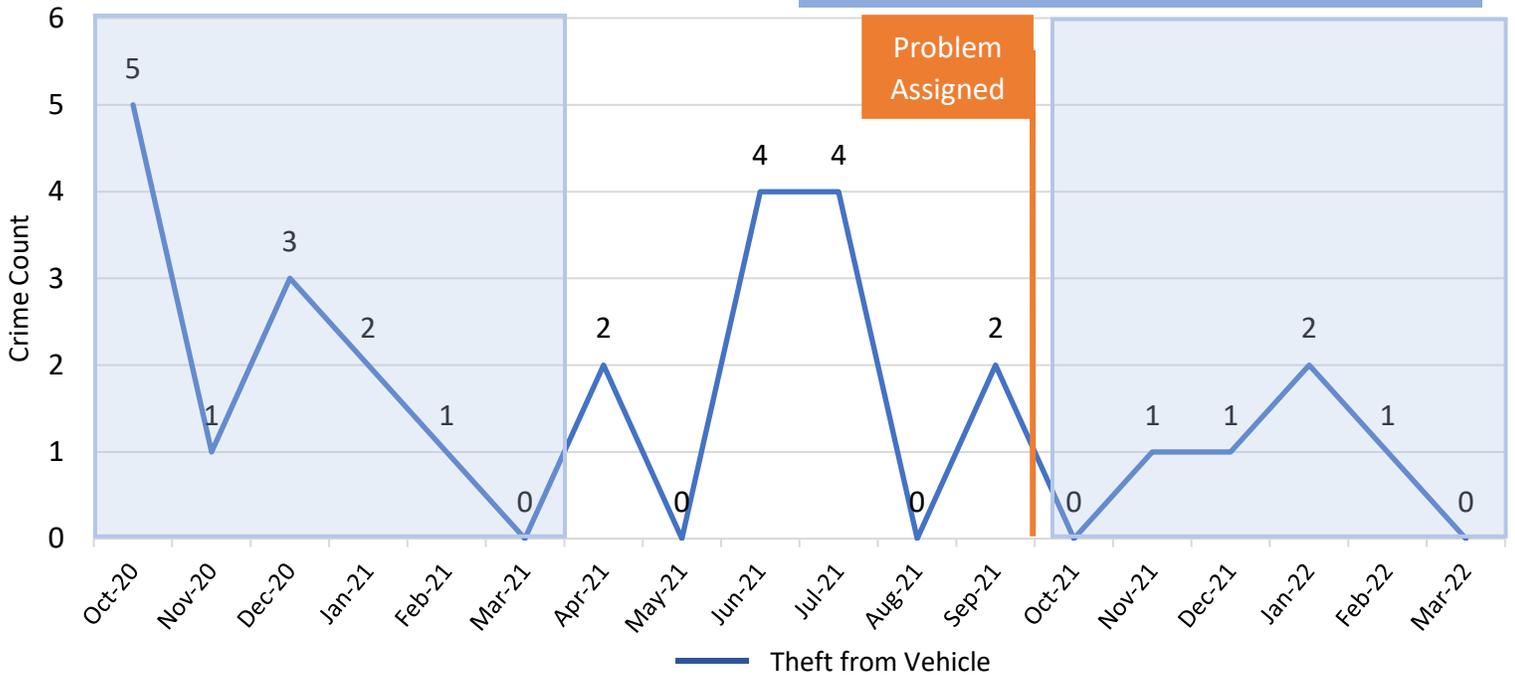
### Problem Locations

The following problem locations have been identified using 3 years of calls for service and crime data, showing a consistent crime problem over the years. Each month, these locations are evaluated based off the crime and disorder the assignee was tasked to handle. Problem locations are evaluated for 6 months to see if responses were successful.



### 2. Comfort Suites

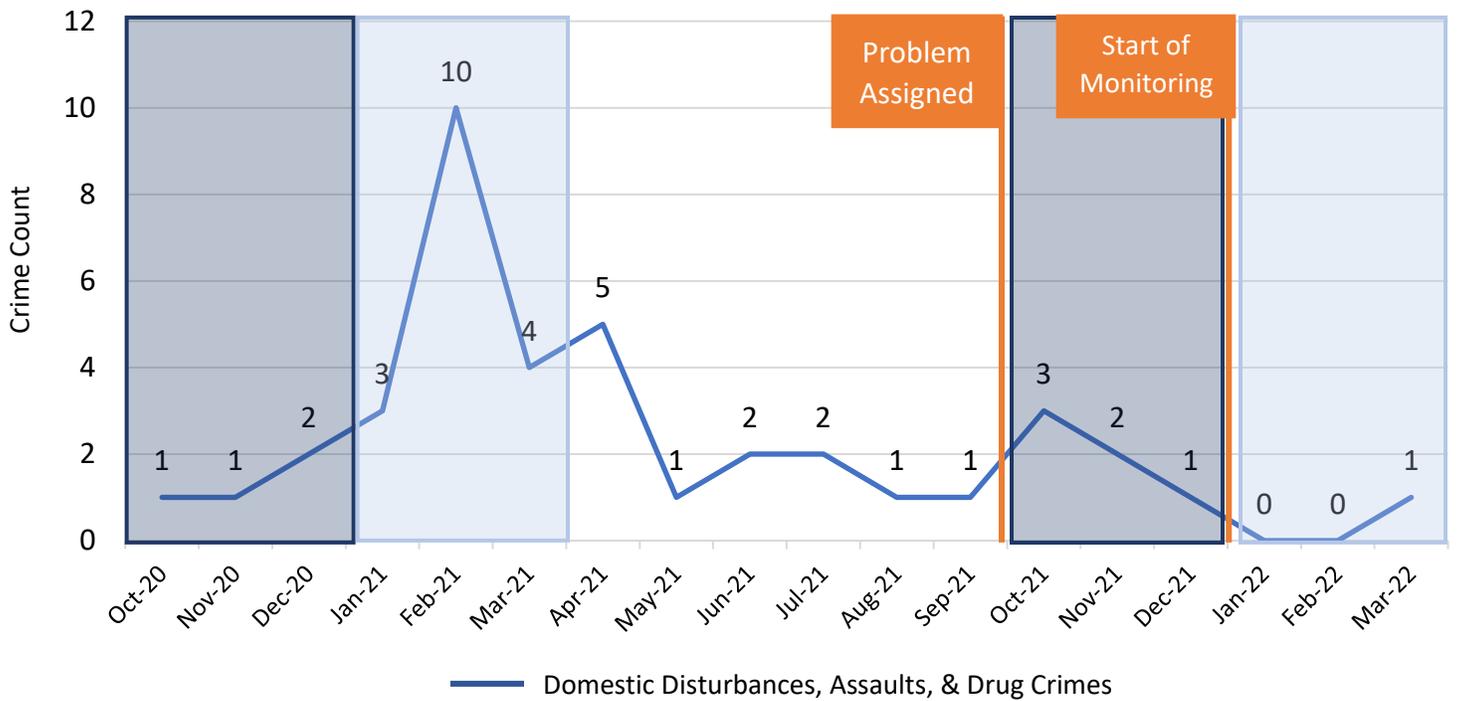
% Change from Oct-Mar 2020/21-2021/22: **-58.33%**



### 3. Suburban Lodge - MONITORING

Monitoring Period (Jan – Mar 2022): **-94.1%**

Assignment Period (Oct – Dec 2021): 50%

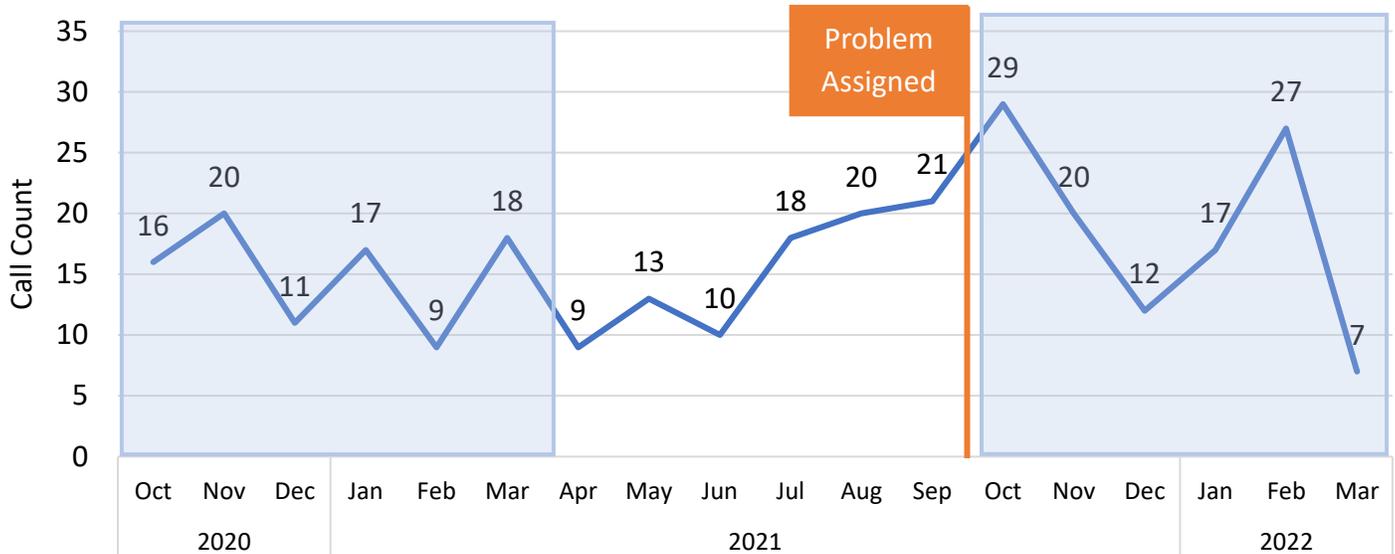


### Problem Area

The problem area is Sabal Point Apartments. It was identified using 3 years of calls for service and crime data, showing a consistent crime problem over the years. Each month, the evaluation is based off the crime and disorder the assignee was tasked to handle. Since a problem area has more crime and disorder than a problem location, the evaluation is broken down into several charts. Problem areas are evaluated for 6 months to see if responses were successful.

**Evaluation 1: Citizen Generated Calls for Service**

**% Change from Oct-Mar 2020/21-2021/22: 23.08%**

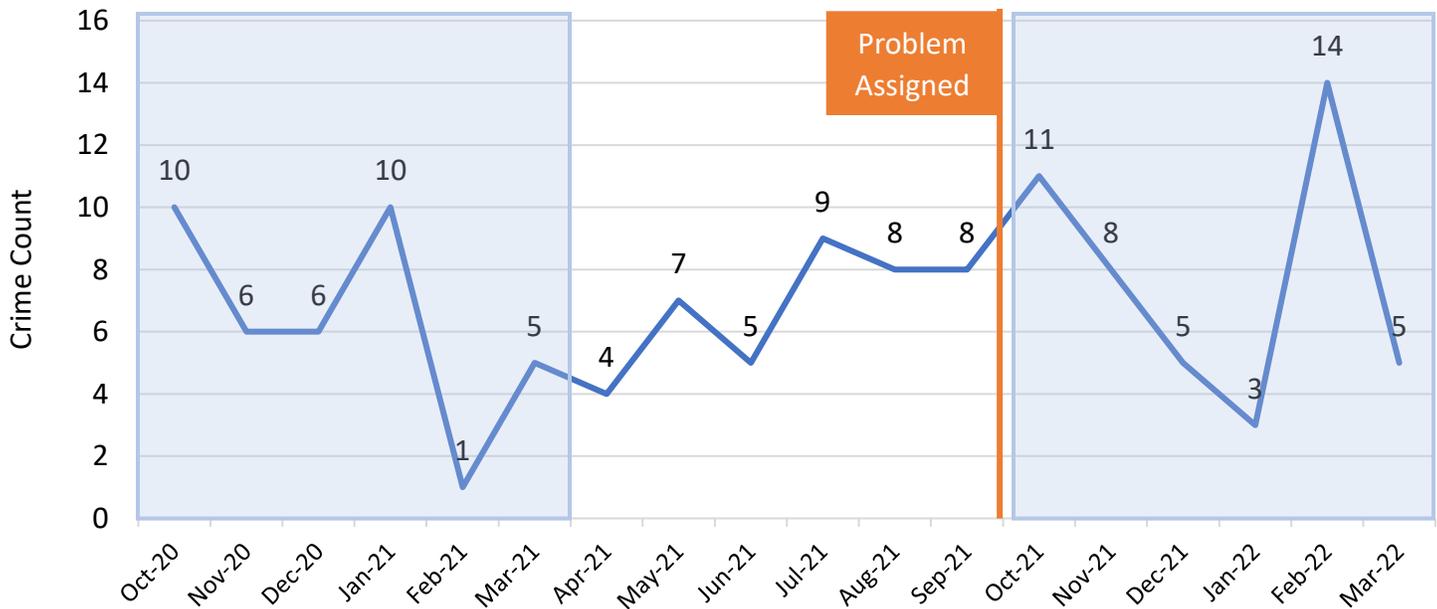


\*selected calls include 10-37, 40, 47, 54, 56, 57, 60, 62, 65, 71, 78, 81, 85, 86, 87, 88, 90, 91, 92, 93, 94, 95

Selected Calls for Service

**Evaluation 2: Group A Offenses**

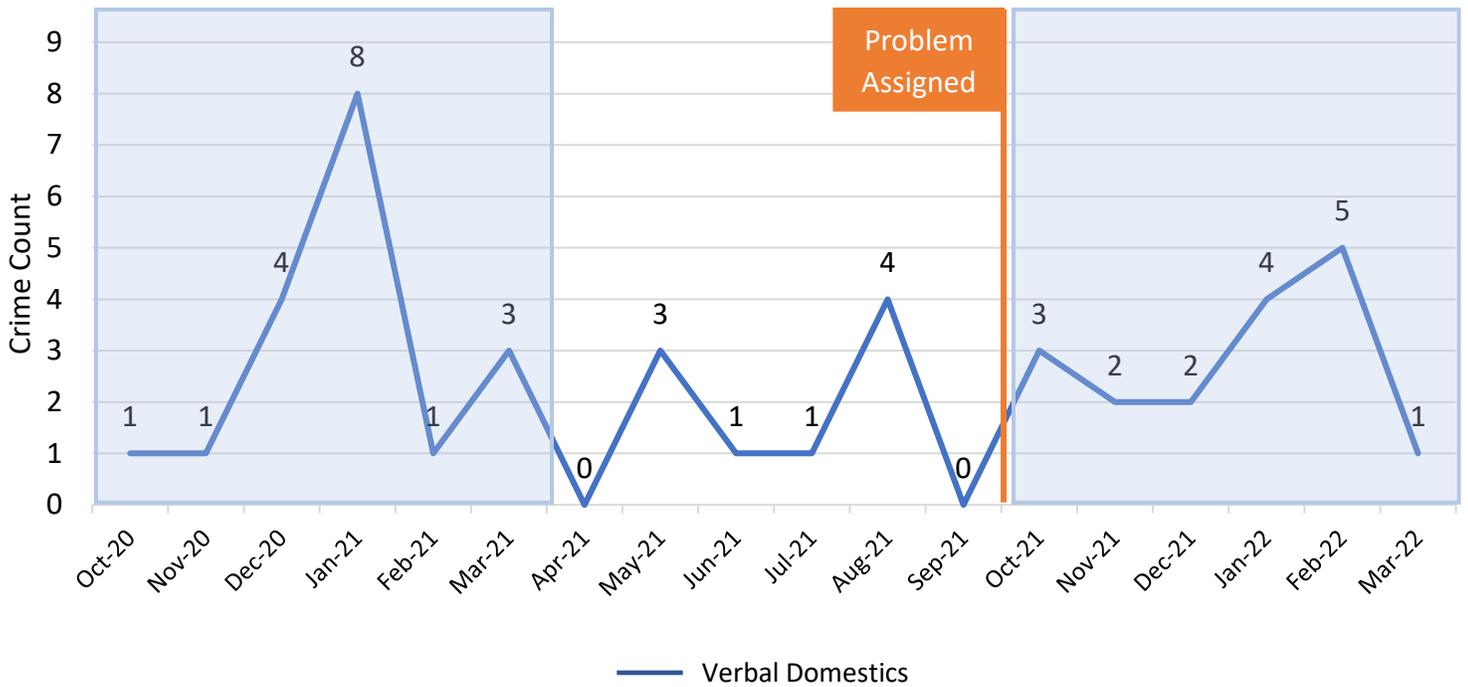
**% Change from Oct-Mar 2020/21-2021/22: 21.05%**



Group A Offenses

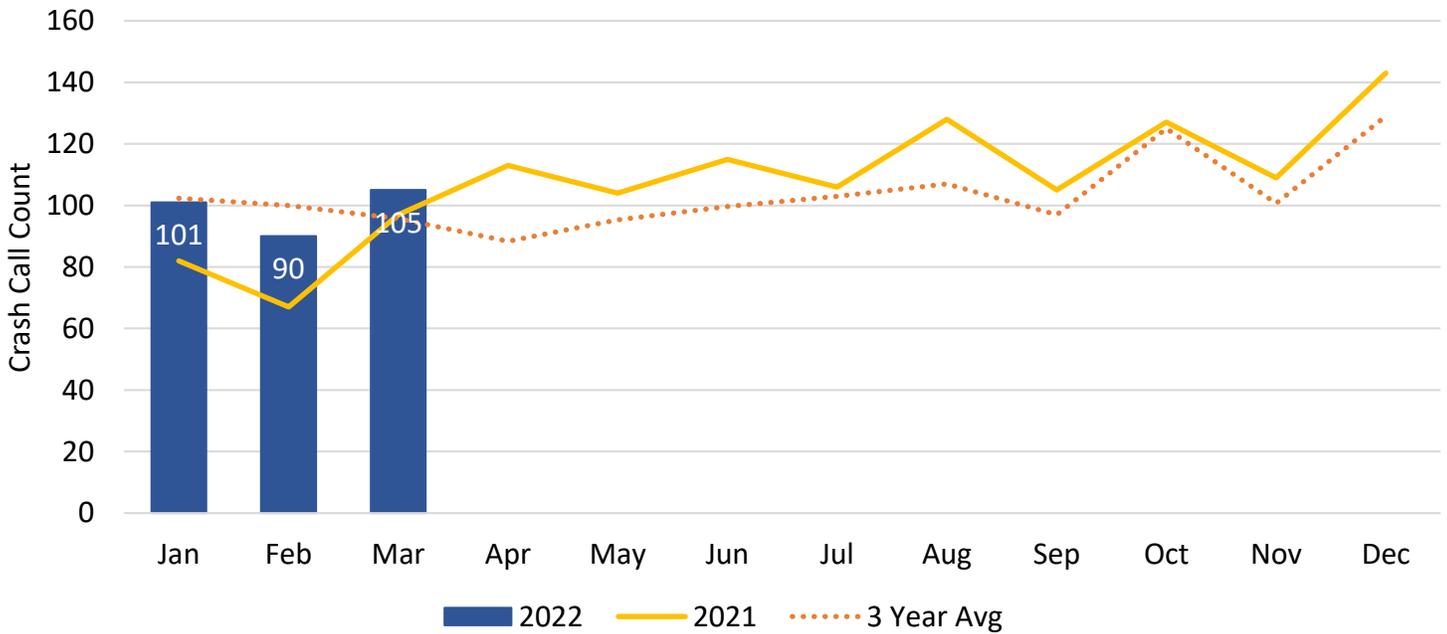
**Evaluation 3: Verbal Domestic Disturbances**

% Change from Oct-Mar 2020/21-2021/22: **-5.56%**



**Traffic Crash Data**

**Calls for Traffic Crashes**



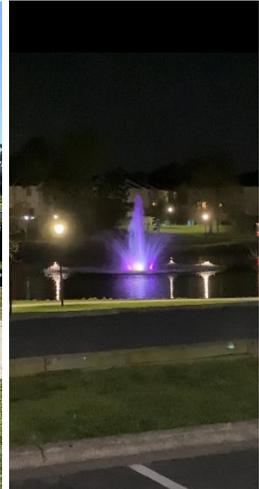
\*Counts are 10-50 and 10-54 calls with a disposition of report taken or rendered assistance MI

**March Community Engagement**

- 3/9/22 – Community Event hosted at Sabal Point Club House for all tenants. Opportunity to meet and greet with PD staff and ask questions
- 3/16/22 - Met with Mecklenburg County Behavioral Health Staff to address our homeless and mental health population and services available
- 3/18/22 – Participated in Technology Committee Meeting to enhance our current report system
- 3/18/22 - Business Expo at The Hut
- 3/21/22 - CPTED (Crime Prevention Through Environmental Design) for area business.
- 3/26/22 - Community Event was held at The Park at Caterina Apartments (Plum Creek) for all tenants. Opportunity to meet and greet with PD staff.

March 2022

Parks and Recreation conducted their first ever Learn To Ride event on Saturday, March 26<sup>th</sup>. Pineville Parks and Recreation partnered with Richard Winters (Trips for Kids) and Gabe Hackney (Mecklenburg County Park and Recreation) who helped host the event. Held at Pineville Elementary – 22 Participants attended the free event with most learning how to ride before leaving or at least having the experience and teachings to continue with their parents at home. It was with great pleasure that Ed Samaha's granddaughter was one of the quick learners. We are excited to offer another this fall on October 1<sup>st</sup>. March has been a busy month as Lake Park attendance has exploded with both children and active participants. Our fields at Jack Hughes are booked each night and on the weekend with baseball, soccer, softball and lacrosse. Our fountain is back in at Lake Park with lights, we will be able to program them to reflect holidays and special events.



## Special Events

**Senior Drive Thru:** We held a Senior Citizen drive thru on Monday, March 14. It was National Potato Chip Day, 50 seniors participated

**Senior Field Trip:** We took a 13 senior's to Korner's Folly on March 28

**St. Patrick's Day Drive Thru Grab N Go:** We handed out 60 goodie bags on March 15

**Game Night Trivia:** March 25. 15 participants

**Learn to Ride –** We held our first Learn to Ride event at Pineville Elementary on March 26<sup>th</sup>. 22 total participants

**Special Olympic Bingo Night –** 35 participants and 15 volunteers played bingo on Friday March 11

March 2022

## **General Programming – Belle Johnston**

**Pickleball:** 148 Pickleball signups/participants in the month of March. Open Pickleball times are Mondays and Friday from 9am-12pm and Wednesdays from 1:30pm-4:30pm

**Adult Painting Class:** Sharon held a class on March 22 with 7 attending

**Cookie Decorating Classes:** There were two cookie decorating classes scheduled on 3/16 (9 participants) and 3/29 (9 participants). 18 total participants in March

**Cardio Funk:** Lem holds class on Tuesdays at 6:30pm. We had 40 participants in March

**Karate:** They hold classes on Wednesdays. These classes are for adults and children. 90 total participants in March

**Pre-School Open Gym:** We host the program every Wednesday from 9am-12pm. We had 32 total participants in March

**Senior Nutrition Program** – Heather played Minute to Win it on March 9th, 13 total participants and on March 23, 15 total participants

**Senior Fit** – Senior Fit takes place at the Hut M – Thursdays. 172 seniors participated in March

**Yoga** – Yoga takes place Mondays and Thursday at the Hut. 54 participated in March

**Youth Soccer** –We have 81 kids registered: 43 in U5, 38 in U7

**Field Trip:** We took a group of seniors to Kernersville on March 28th. We toured Korner’s Folly. We had a full bus of 13 people who signed up.

**Adult Basketball** – We had 4 teams for the inaugural Spring season. We started games on March 14<sup>th</sup> and they play every Monday and Thursday evenings.

**Youth Soccer** – Practices started on March 5<sup>th</sup>. The first games were March 19<sup>th</sup>. 82 total participants

**Clay class** – Rick with Arts Delivered provided a free workshop on March 27<sup>th</sup>. 17 total participants

**Gold Coin St. Patrick’s Day Guessing Game** – 169 total participants

March 2022

## Lake Park

**Mom and Me Fitness** – March 24<sup>th</sup> at Large Shelter. 2 participants

**Bootcamp with Lia** – Bootcamp meets 5:45am – 6:45am M/W/F in Lake Park. 91 participated in March

**Tai Chi:** Hold classes T/Th/Sat under the large shelter/stage 260 participated in March

## The Hut

**Yoga** – Yoga is held Mondays and Thursdays. 54 total participants in March

## Jack Hughes

### **Facility Rentals**

\*Shelter 1 at JH: 0 Rentals

\*Shelter 2 at JH: 0 Rentals

\*Shelter 3 at JH: 0 Rental

### **Special Events**

March 5th – 6th: USSSA Tournament

March 12th – 13th: USSSA Tournament Cancelled Due to weather

March 19th – 20th: Perfect Game Tournament

March 26th – 27th: USSSA Tournament

### **Baseball Field Usage**

Charlotte Catholic continued their seasons throughout March with practices and games. On Deck and PCAA continued to use all 3 baseball fields during March.

### **Multipurpose Field Usage**

Pineville Parks & Recreation youth soccer started practices on March 5<sup>th</sup>.

Carolina Lacrosse continues use of Field 3 during March.

Hope Soccer started their field rental on March 15<sup>th</sup>.

## Park Maintenance Update

### Belle Johnston/ Lake Park

Cut as needed

Installed new fountain pump

Put fountain back in water

Painted bollards at entrances

Spayed broadleaf spray

Sprayed fire ant mounds

Hung new zip line seat

Repaired drum on new playground

Removed up rooted tree

Installed new lighting on fountain

Building inspections

March 2022

**The Hut**

- Cut as needed
- Sprayed broadleaf spray
- Sprayed beds for weeds
- Set up council
- Building inspections

**Cemetery**

- Daily Checks
- Cut as needed
- Blew leaves as needed

**Dog Park**

- Daily Checks

**Jack Hughes**

- Cut as needed
- Repaired ranger shifter
- Tournament set up
- Set up soccer fields
- Daily field prep
- Building inspections
- Sprayed beds for weeds
- Sprayed fire ant mounds
- Repaired ranger shift

**Social Media**

**Facebook**

Post Reach: 14,426  
 Post Engagements: 3,316  
 New Page Likes: +50      Total Page Likes: 3,665      Total Page Followers: 3,922

**Instagram**

New Followers: +28      Total Followers: 842

**Facility Rentals**

- The Hut:** 1 Rentals
- The BJCC Dining Room:** 4 Rentals
- The BJCC Gym:** 0 Rentals
- Large Shelter:** 11 Rentals
- Medium Shelter:** 8 Rentals
- Tot Lot at Lake Park:** 6 Rentals
- \*Shelter 1 at JH:** 0 Rentals
- \*Shelter 2 at JH:** 0 Rentals
- \*Shelter 3 at JH:** 0 Rental

\*WE DO NOT RENT JACK HUGHES SHELTERS WHEN THERE IS A TOURNAMENT GOING ON.

March 2022

## Administration

Matthew/Scott met with Tristan McMannis (Park Board Chair) and Bret Baronak (Carolina Thread Trail) do discuss nature trail at Jack Hughes

Matthew attended the Livable Meck luncheon on March 9<sup>th</sup>

Matthew met with Mark Huether (Charlotte Disc Golf Club) to discuss disc golf options at Jack Hughes on March 11

Matthew attended Sheltra Race Meeting on March 31

Matthew led Special Olympic bingo night on Friday, March 11 –

Matthew and Jordan met with Community Engagement Officer Randy Downs for coverage on 2022 special events on March 30

Matthew attended Pineville Directors Retreat March 28 - 29

Daily Park Walks by all Full Time staff

Hut rental showings provided monthly by all staff

Heather/Matthew worked on April/May/June newsletter

Heather researched national days, update Fitness class info, research and booked Senior fields trips for April and May, format the info that instructors from different programs we offer, create flyers for special events

Monthly Building Inspection by all Full Time Staff

Heather led Senior Day w/ P & R / Shopped for supplies, researched games to play/ I played St. Patrick's Day themed Minute to win it games with seniors on March. 9<sup>th</sup>

Heather took 3 Canva classes

Heather schedules community service workers/ show them what to do when they arrive

Heather met with Camryn's Slime shoppe to get some classes going here at the community center/ Had Meeting on March 30<sup>th</sup> to discuss having classes starting in September

Heather put together St. Patrick's Day Themed Grab & Go Bags – Give out Grab & Go bags (60) on March. 15<sup>th</sup>

Heather coordinated with Alexis Staples from Iora Primary Care to sponsor National Potato Chip Day/ She bought all the chips and drinks and handed them out along with bags with info about Iora/ I Set up and cleaned up after the event on March 14<sup>th</sup>

---

March 2022

Heather is planning for summer camp/ researching & booking field trips, research themes, crafts and games/  
Look over summer camp job description/ need 2 counselors/ 4 are coming back/ Got bus confirmation

Heather met with Shelia Douglas to set April Calendar for P&R to do activities with seniors (March 24)  
Erin met with Classic Photography to discuss location for youth soccer pictures.

Erin and Heather worked Trivia night.

Erin and Heather took the 13 seniors on the March field trip on March 28<sup>th</sup> to Korner's Folly.

Jordan met with James Carroll to complete finalization of Sponsorships for Jack Hughes Park and to do banner designs for Wall of Fame, Field #1 and Field #3

Jordan had phone conversations for additional Kids Entertainment area for Fall Fest

Jordan finalized the date for the Charlotte Symphony Performance with Sara Gibson, The Symphony will be held Thursday, June 30<sup>th</sup> with Garrett Huffman as the pre-show performer at 6:00pm, followed by the Charlotte Symphony and concluded with fireworks after the last song.

Jordan had his first meeting with Boy Scout Troop #7 as Charter Representative and completed all required training to hold that position. Jordan will also be attending monthly Charter Council meetings held on the second Monday of each month.

Jordan spoke with NCABC officer Charlie Fuller regarding additional questions and regulations for the beer garden for Rock'n & Reel'n and Fall Fest.

Jordan and Scott attended Monthly Safety Team Meeting.

Jordan has registered for multiple free grant writing webinars that are held March-May.

Jordan and Matt met with the Outdoor Fitness Campaign representatives.



## Human Resources

Linda Gaddy, PHR SHRM-CP MSHR  
lgaddy@pinevillenc.gov  
(704) 889-2362

**To:** Ryan Spitzer, Town Manager  
Members of the Town Council

**From:** Linda Gaddy

**Date:** 4/8/2022

**Re:** Human Resources Monthly Report

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Ryan,

Enclosed is the Human Resources Department Monthly Report for the month of March 2022.

### New Hires:

**Sophia Sepulveda**, Seasonal Parks Grounds Worker

**Haley Pate**, 911 Telecommunicator

**Eleazer Lopez, Jr**, Police Officer

**Kenneth Phipps**, Fleet Manager

**Christopher Tucker**, Finance Director

### Resignation:

**Shelia Rollerson**, Finance Director

### Retirements:

none

### Promotions:

**Shelby Basham**, Police Officer

**Jason Williams**, Sr. Systems Technician/Assistant to Tech. Supervisor

### Current Openings:

**Parks & Recreation**-Park Aide, posted

**Parks & Recreation:** Summer Camp Counselors (2), interviewing

**Telecommunications**, Systems Technician, posted

**Telecommunications**, Billing & Collections Coordinator, interviewing

**Telecommunications**, Part-time CSR, interviewing

**Police:** 911 Telecommunicator, one offer accepted, interviewing for 1 more

**Public Works Storm Water Technician** – internal transfer from Fleet Manager

### Departmental Update:

Safety training:

Online safety training has been completed by almost all employees as required. In-person trainings are completed for the year except for First Aid/CPR/AED that had to be rescheduled. Required FIT testing for S.W.A.T. team is complete.

**Safety Awards:**

Our safety record, as measured by factors like days of work lost, was excellent for calendar year 2021. All departments have qualified to receive Gold or Silver awards from the State DOL and NC Health and Safety Council once again this year. Representatives from all departments will attend the NC Safety Awards banquet again this year in April to be recognized, along with an address by the NC DOL Commissioner.

**Salary Study:**

The recommended pay adjustments resulting from the salary market study are taking effect this week based on the revised Pay Plan for FY23 that was approved by Council. All together 27 employees were classified as compensated below market and are receiving a market pay adjustment.

**Employee appreciation:**

Plans are underway for the employee Spring Picnic on Friday May 6<sup>th</sup> at the Hut. Plans include a Cornhole Tournament, door prizes, a grill operated by Pineville Church, and Kona Ice. Planning has begun for a summer outing, and team building events.

**Annual Benefit renewal:**

Our broker is receiving and evaluating renewal proposals for FY23. Also, as a step toward a smoother, less paper-based annual open enrollment, our broker has set up the “Bernie portal”, an online benefit enrollment site for all staff to utilize. It will be tested out with new hires this month and ready for annual enrollments in June. Informational meetings/webinars for all staff regarding Annual Open Enrollment will be Tuesday May 24<sup>th</sup>.

# Department Update



**To:** Town Council

**From:** Travis Morgan

**Date:** 4/12/2022

**Re:** Town Planning Updates

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## PLANNING:

**Comprehensive Land Use Plan:** Finished community meeting with approximately 20 attendees. Working on an upcoming Planning Board meeting and upcoming Council workshop meeting.

**Johnston Dr Alignment:** Just received construction authorization from NCDOT. Getting documents and notices to go out to bid to begin the construction process.

**Subaru:** Demolition work is being complete for upcoming construction.

**Lowry Corner:** Development interest in either townhomes or commercial.

**10121 Distribution Street:** 3<sup>rd</sup> building (smaller left-hand lot) close to final approval for warehouse building.

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## CODE ENFORCEMENT:

### High Weeds and Grass:

4423 Huntley Glen  
 1013 Traditions Park  
 1016 Traditions Park  
 416 Marie Way  
 708 Lakeview dr  
 329 Price St  
 423 Cone Av  
 403 Dover St  
 107 Dover St  
 206 Eden cr  
 260 eden cr  
 11705 Carolina Place Py

### Dumpster:

Longhorn Dumpster  
 9930 Industrial Dumpster  
 Don Pedro  
 10101 Rodney  
 10309 Rodney  
 Tower Festival  
 Sabal Point  
 1000 Johnston Dr

Costa del sol

**Community Appearance/Junk Vehicle:**

10322 Osprey Dr Trailer on lawn and junk car

11301 Treebark Dr Junk Car

907 Cone Av

**Signs:**

Meadow Creek Apts

9326 Pineville Matthews rd 408

12243 Nations Ford rd

Grease Monkey

**Pods:**

Longhorn

**Parking on Sidewalk:**

Stratfield

Atwell Glen

Stockdale

Graceview

Green Birch

**Parking lot merchandise/Mulch:**

Home Depot

Lowe's

**Parking on Grass:**

**110 Franklin St**

# May

## 2022



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6 <b>EMPLOYEE PICNIC @ THE HUT</b>	7 <b>COMMUNITY YARD SALE</b>
8 <b>MOTHER'S DAY</b>	9	10 <b>6:30 COUNCIL MEETING</b>	11	12	13	14 <b>SHRED EVENT 9 – NOON and ARTS IN THE PARK</b>
15	16	17	18	19	20	21
22	23 <b>6:00 WORK SESSION</b>	24	25	26	27	28
29	30 <b>HOLIDAY</b>	31				

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